

Scott Walker  
Governor

Gary H. Hamblin  
Secretary



State of Wisconsin  
Department of Corrections

Division of Juvenile Corrections  
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Cari J. Taylor  
Administrator

**ADMINISTRATOR'S MEMO TO COUNTIES**

**MEMO # 12-09**

**DATE:** August 31, 2012  
**TO:** County Departments of Human/Social Services Directors  
**FROM:** Cari J. Taylor, Administrator   
**SUBJECT:** **Community Intervention Program SFY2012 Invoices**

This memo is to notify you of the requirement to submit your county's invoices of SFY 2012 funding received for Community Intervention Programming. The completed invoices should cover services delivered and clients participating between July 1, 2011 and June 30, 2012.

The SFY 2012 invoices are due on Friday, October 5, 2012 to close out the Community Intervention Program funds in a timely manner. It should be noted that invoices submitted after the deadline date for SFY 2012 will **NOT** be reimbursed. Signed invoices are required for the billing process, faxed or emailed documents are not acceptable as original.

All invoices should be mailed to: Michelle Buehl, Juvenile Services Specialist  
Division of Juvenile Corrections  
P. O. Box 8930  
Madison, WI 53708-8930

Thank you.

cc: Gary Hamblin, Secretary, DOC  
Chuck Cole, Deputy Secretary, DOC  
Dennis Schuh, Executive Assistant, DOC  
Fredri-Ellen Bove, Administrator, DCF/DSP  
Diane Bloecker, Director, Child Welfare Licensing Section DCF/DSP  
John Tuohy, Director, Bureau of Regional Operations, DCF/DES  
Laura Kleber, Interim Director of Area Administration, DHS/OBIP  
Greg Van Rybroek, Director, DHS/MJTC  
DHS/DCF Area Administrators  
DHS/DCF Human Service Area Coordinators  
DOC/DJC Management staff  
County Youth Aids contacts  
Court-attached juvenile court intake offices