



CERTIFIED MAIL




To:



From: Diane Bloecker, Licensing Chief
Division of Safety and Permanence
Bureau of Permanence and Out-of-Home Care

Re: **PAST DUE LICENSE APPLICATION MATERIALS – FINAL REQUEST**

Facility Address: 

A review of your license must be completed every two years. According to our records, this should be completed by  for the license issued to your facility. To date, we have not received one or more of the following license application materials:

- completed application
- licensing checklist
- license fee payment: \$  (capacity )
- background information disclosure form(s)
- caregiver background check fee (\$10 per person)
- other: 

A late fee of \$5.00 per day, for up to 30 calendar days, will be assessed for every day after the deadline that we have not received your full license fee payment. The postmark on the envelope in which the materials are mailed determines the amount of your late fee.

Any forfeiture under s.48.715(3)(a) or penalty under s.48.76 that is due must be paid before a license will be issued or renewed. Payment for a forfeiture should be made payable to the “State Treasurer” with a separate check or money order.

Pursuant to s.48.66(5), failure to submit all application materials and pay all fees within 30 days from the date of this letter, the Department will consider your license surrendered and your facility closed. License and late fee payment(s) in the form of a check or money order should be made payable to the “Department of Children and Families” and mailed to the following address:

Bureau of Permanence and Out-of-Home Care
Child Welfare Licensing Section
Continuation Materials
P.O. Box 8916
Madison, WI 53708-8916

If you do not wish to continue your license, please respond in writing indicating the date you will close the facility.

Sincerely,

Diane Bloecker, Section Chief
Bureau of Permanence and Out-of-Home Care