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BRL Memo 2006 - 06

To: Group Child Care Center Licensees
Family Child Care Center Licensees
Day Camp Licensees
Shelter Care Facility Licensees

Child Placing Agency Licensees
Group Foster Home Licensees
Residential Care Center Licensees

From: Jill D. Chase, Director
Bureau of Regulation and Licensing

RE: New Electronic Access to Memos from the Bureau of Regulation and Licensing

The purpose of this memo is to alert you to a new way of accessing memos from the Division of Children and Family Services, including informational memos from the Bureau of Regulation and Licensing (BRL). As of July 1, 2006, the Department of Health and Family Services (DHFS) web site includes all informational memos from the Division of Children and Family Services. BRL child care and child welfare regulation and licensing memos can be found at this web site. (The DHFS web site also includes memos from the Bureau of Quality Assurance and the Division of Disability and Elderly Services.) By signing up for the DHFS listserv, an email notice will alert you to the posting of new memos on the DHFS web site.

Please note that in addition to the posting of all BRL memos on the DHFS web site, the BRL will continue to send paper copies of these BRL memos via regular mail. However, we encourage you to sign up now for the DHFS listserv so that you are ready to receive the memos electronically should the BRL mailing procedure change in the future.

If you have a valid email address and access to the internet, you may wish to sign up for the DHFS listserv. Once you are signed up, each time a new memo is posted on the DHFS web site, an email will be sent notifying you of the posting. The listserv alerts you to informational memos in a more timely way, provides a way to electronically share the information with your staff and provides an electronic back-up of all memos.

If you are interested in receiving electronic notice when BRL memos and other DHFS memos have been posted on the DHFS web site, you will need to do the following:

1. Go to http://dhfs.wisconsin.gov/dsl_info/signup.htm
(Note: There is also a link to this site on the BRL internet home page.)
2. Fill out the sign-up form.
3. Select the memo list for which you would like notification. To receive BRL memo notification, you will need to select "DCFS Regulation and Licensing Memos".
4. Select "Submit this Request" button.

You should get a “welcome” email within 24 hours for the memo list(s) you select. If you do not get a welcome email, try signing up again. Once you have successfully signed up for the listserv, you will begin receiving emails notifying you to check the DHFS web site when a new memo is posted.

Most memos published before July 1, 2006 are available on the DHFS website. To access previously issued DCFS memos, go to http://dhfs.wisconsin.gov/dcfs_info

If you have any questions, please contact your licensing specialist.

cc: Bureau of Regulation and Licensing Staff