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**Department of Children and Families
Division of Safety and Permanence**

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CW Licensing 2009-01

To: Group Foster Care
Residential Care Centers for Children and Youth
Private Child Placing Agencies
Shelter Care Facilities

From: Diane Bloecker 
Child Welfare Licensing Section Manager

Subject: Child Welfare Licensing Section – Contact Information and E-mail Notification of Department's Policy and Informational Memos

The new Child Welfare Licensing Section (CWLS) began operations on April 27, 2009 as part of the Bureau of Permanence and Out of Home Care within the Division of Safety and Permanence. The purpose of this memo to inform you that you will need to re-sign up to receive notifications of electronic memos as all issued memos will be issued through the Division of Safety and Permanence Listserv and to provide you with contact information for the Child Welfare Licensing Section.

ELECTRONIC MEMOS - To continue to receive notification of memos issued by the Child Welfare Licensing Section you will need to RE-SIGN UP with the Division of Safety and Permanence Listserv

The CWLS will continue to provide all policy-related informational, numbered, and operations memos electronically for Child Welfare Licensed agencies through the Department's listserv. All licensed child welfare agencies will need to re-sign up for the listserv to receive the electronic memos as CWLS is now located in the Division of Safety and Permanence. You will need to go the following link to sign up to receive the electronic notifications of issued memos: <http://dcf.wisconsin.gov/memos/signup.htm>

When you go to the web page to sign up for the listserv you should check the following box located in the section that states: Notification Listings and check the box next to Child Welfare Licensing Memos.

CONTACT INFORMATION FOR THE CHILD WELFARE LICENSING SECTION

The CWLS includes six staff positions; some of the staff will be based in the Madison central office and other staff will be assigned a work area in one of the Department's regional offices. If your agency has been assigned a new licensing specialist, you would have received a letter identifying the licensing specialist assigned to your agency.

Child Welfare Licensing Section (CWLS) contact information:

CHILD WELFARE LICENSING SECTION (CWLS)

Dave Herbst (Licensing Specialist) 201 East Washington Ave, E200 Madison WI 53708	(608) 266-8936 Fax: (608) 266-5547
Margaret Guyette (Licensing Specialist) 610 Gibson Street, Suite 2 Eau Claire, WI 54701-3696	(715) 836-3635 Fax: (715) 836-2516
Cindy Phillips (Licensing Specialist) 141 NW Barstow Street, Room 104 Waukesha, WI 53188	(262) 521-5109 Fax: (262) 521-5314
Linda Schiellack (Licensing Specialist) 74 S. Main Street, Suite 205 Fond du Lac, WI 54935	(920) 929-3017 Fax: (920) 929-2785
Mary Morse (Program Specialist) 201 East Washington Ave, E200 Madison WI 53708	(608) 266-0415 Fax: (608) 266-5547
Diane Bloecker (Section Manager) 201 East Washington Ave, E200 Madison WI 53708	(608) 266-8946 Fax: (608) 266-5547