

STATE OF WISCONSIN
Department of Children and Families
Division of Safety and Permanence

To: Area Administrators/ Human Services Area Coordinators
Bureau Directors
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Indian Child Welfare Directors
Section Chiefs/Licensing Chiefs
Tribal Chairpersons/Human Services Facilitators

From: Cyrus A. Behroozi
Administrator



Subject: Ordering Forms and Publications related to Department of Children and Families Programs

Purpose: To notify Department of Children and Families (DCF) customers, partners, and contractors of the new procedure for ordering forms and publications.

Background: Prior to the creation of Department of Children and Families (DCF), forms and publications related to child welfare programs of the former Department of Health and Family Services, now named the Department of Health Services (DHS) were ordered from the DHS forms center at 1 W. Wilson Street in Madison.

The DHS forms center is not part of DCF, but is a DHS service provider. Therefore, the process associated with filling orders for DCF forms and publications is being transferred to Department of Administration (DOA), Document Sales & Distribution.

This is the same process used by the programs of the former Division of Family Supports.

NOTE: This does not affect forms and publications available on the internet. The majority of our forms and publications are also available on the internet [Forms Repository](#) or the [Publications Repository](#).

Procedure: Effective July 1, 2009 all DCF forms and publications (with the exceptions listed below) that were previously ordered from DHS forms center will be ordered directly from the DOA Document Sales & Distribution Center in Madison.

DCF forms and publications are identified in the [Document Sales & Distribution catalog](#). The catalog and [order form](#) are located on [Document Sales website](#).

Exceptions:

- Child care licensing forms and publications are not available from Document Sales. To obtain child care licensing forms and publications, see the Bureau of Early Care Regulation Child Care Forms and Publications website (<http://dcf.wisconsin.gov/childcare/licensed/Forms.htm>) or contact any DCF regional licensing office (<http://dcf.wisconsin.gov/childcare/licensed/contact.htm>).
- Some Special Needs Adoption Program forms and publications are not available from Document Sales. To obtain adoption related forms and publications that are not available via Document Sales, contact the Special Needs Adoption Program office at (608) 261-2883.

To place an order complete the Document Sales Order Form [DOA-3330](#), and submit your order in one of the following ways:

1. Complete the order form and send U.S. Mail to:
Wisconsin Department of Administration
Bureau of Document Services
Document Sales & Distribution
P.O. Box 7840
Madison, WI 53707-7840
2. Complete the order form and fax to Document Sales at:
(608) 261-8150
3. Complete the order form online and email it to Document Sales at:
docsales@doa.state.wi.us
4. Telephone Document Sales directly at:
(800) 362-7253 or (608) 264-9419

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MEMO WEB SITE: <http://dcf.wisconsin.gov/memos>