

Division of Safety and Permanence

DSP Informational Memo Series 2025-21i

October 24, 2025

To: DCF/DMCPS Administrator
DCF Area Administrators
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Group Home Providers
Private Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons

From: John Elliott
Administrator



Re: Time-Sensitive Child Welfare/Youth Justice Mail to Incarcerated Individuals

PURPOSE

The purpose of this memo is to make child welfare and youth justice agencies aware of new guidance to ensure that individuals who are incarcerated receive time-sensitive child welfare and youth justice mail in a timely manner.

BACKGROUND

The Department of Corrections (DOC) utilizes a third-party vendor to assist in sorting and monitoring mail sent to persons incarcerated in Wisconsin state prisons. This can lead to delays in receiving correspondence sent by child welfare and youth justice agencies. The DOC and the Department of Children and Families (DCF) have worked together with the Children's Court Improvement Program (CCIP) on a plan to avoid delays that can result from mail forwarding.

INFORMATION SUMMARY

The DOC has requested that agencies mark all mail that requires a timely response or action by incarcerated individuals with the following language on the front of the envelope: "CHILD WELFARE MAIL—DO NOT RE-ROUTE." This action will ensure that time-sensitive mail to incarcerated individuals from county child welfare agencies, the DCF Division of Milwaukee Child Protective Services (DMCPS), tribal child welfare agencies, and child welfare agencies contracted through DMCPS is no longer routed through a third-party vendor. A list of documents this code may apply to is available below in Appendix 1.



The “CHILD WELFARE MAIL—DO NOT RE-ROUTE” code should *only* be utilized in scenarios where the recipient is required to respond or act within a specific timeframe, as DOC does not have the capacity to process a large amount of mail without utilizing a third-party vendor. This code should only be utilized by county child welfare agencies, DMCPs, tribal child welfare agencies, and child welfare agencies contracted through DMCPs.

REGIONAL OFFICE CONTACT:	DCF Area Administrator
CENTRAL OFFICE CONTACT:	Child Welfare Program and Policy Section Bureau of Safety and Well-Being Division of Safety and Permanence dcfmbbswbcwpp@wisconsin.gov
MEMO WEB SITE:	https://dcf.wisconsin.gov/cwportal/policy
Attachments:	Appendix 1



Appendix 1:

Child Welfare/Youth Justice Mail to Incarcerated Individuals that "CHILD WELFARE MAIL – DO NOT RE-ROUTE" code may apply to

DCF Forms:

- Notice of initial determination of child abuse and/or neglect
- Notice of final determination of child abuse and/or neglect
- Letter requesting release authorization or consent form to be signed by parent
- Permanency Plan
- Original Disposition Report to the Court
- Youth Justice Dispositional Court Report

Circuit Court Forms:

- Notice of Hearing – [JD-1724](#)
Notice of Hearing ICWA – [IW-1724](#)
- Notice of Permanency Hearing – [JD-1700](#)
Notice of Permanency Hearing ICWA – [IW-1700](#)
- Temporary Physical Custody Request Chapter 48 – [JC-1608](#)
Temporary Physical Custody Request Chapter 48 ICWA – [IW-1608](#)
Temporary Physical Custody Request Chapter 938 – [JD-1710](#)
- CHIPS Petition – [JC-1610](#)
CHIPS Petition ICWA – [IW-1610](#)
- Delinquency / JIPS Petition – [JD-1721](#)
- TPR Petition – [JC-1630](#)
TPR Petition ICWA – [IW-1630](#)
- §48.977 Guardianship Petition – [JG-1605](#)
§48.977 Guardianship Petition ICWA – [IW-1605](#)
- §48.9795 Guardianship Petition – [JN-1501](#)
§48.9795 Guardianship Petition ICWA – [IW-1501](#)
§48.9795 Emergency Guardianship Petition – [JN-1504](#)
- Notice of Change in Placement – [JD-1754](#)
Notice of Change in Placement ICWA – [IW-1754](#)
- Notice of Emergency Change in Placement – [JD-1767](#)
- Notice of Trial Reunification – [JD-1801](#)
- Request for Case Closure – [JD-1814](#)