



wisconsin department of
children & families

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Milwaukee, WI 53212

Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence
Bureau of Milwaukee Child Welfare

DATE: April 18, 2013

TO: Initial Assessment and Ongoing Case Management and staff

FROM: Arlene Happach, Director *Arlene*
Bureau of Milwaukee Child Welfare

RE: New Procedure Regarding Pre-Disposition Change of Placement

Please review the attached new procedure *Notice of Pre-Disposition Change of Placement*. This addresses the need to notify all parties concerned with a child's placement prior to the disposition. A template for purpose of notification has been provided. Please print it on your agency's letterhead.

This procedure is effective immediately.

cc. BMCW Program Evaluation Managers
BMCW Section Chiefs
Teri Zywicki
Michael Boeder
Amy Herbst
Gabe McGaughey
Julie Brown
Mark Sarvela
Suzanne Zipperer
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