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Governor Scott Walker
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Division of Milwaukee Child Protective Services

DATE: October 8, 2015

TO: Initial Assessment Specialists, Supervisors and Program Managers

CC: Kim Rahal, Director of Human Resources, DCF
Katie Esser, Payroll Specialist, DCF

FROM: Mary Pat Bohn, Interim Division Administrator

RE: NEW DMCPs On-Call Verification Form Policy and UPDATED FORM
(DCF-F-2970)

This memo is to inform staff of the *Division of Milwaukee Child Protective Services (DMCPS) On-Call Verification Policy* and the updated form. The *DMCPS On-Call Verification form (DCF-F-2970)* must be completed for on-call (Afterhours) reimbursement. **This form (dated 10/2015) must be used starting with pay period 22 B 10/04/2015 – 10/17/2015 and thereafter. Any forms submitted for pay period 22B on the previous form must be entered on the new form.** In the event a staff person is submitting for on-call reimbursement before pay period 22B, the staff person must use the previous *Bureau of Milwaukee Child Welfare (BMCW) On-Call Verification form* (e.g. one form for each After-Hours Shift, dated 07/2015).

Please review the policy for further details related to the procedures for submitting for on-call reimbursement. Management must review the policy with employees via individual supervision and/or team meetings.

The *DMCPS On-Call Verification form* is located on the Department of Children and Families Intranet at <http://dcfwebdev/forms/doc/2970.doc> and Human Resource related forms located at <http://dcfwebdev/forms/default.htm>.

This memo and policy supersedes the memo issued on 07/29/2015 related to BMCW On-Call Verification Form(s).

Failure to follow the timeline as outlined in the policy may result in delay of on-call pay.