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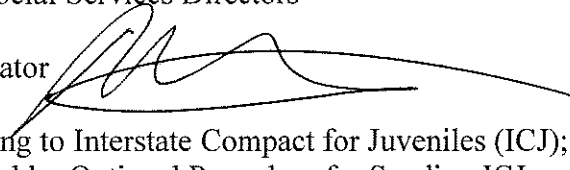
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**ADMINISTRATOR'S MEMO TO COUNTIES**

**MEMO # 10-21**

**DATE:** December 20, 2010

**TO:** County Departments of Human/Social Services Directors

**FROM:** Margaret C. Carpenter, Administrator 

**SUBJECT:** Revised Rules and Forms Pertaining to Interstate Compact for Juveniles (ICJ);  
Online Rules Training Link Available; Optional Procedure for Sending ICJ  
Correspondence; ICJ Contact Information

**I. Notification of Revised Compact Rules & Forms**

Effective January 1, 2011, revised rules and forms for the Interstate Compact for Juveniles (ICJ) have been implemented and posted for your immediate use. While the revised rules and forms are very similar to those that went into effect March 1, 2010, it is important to note the changes that have been made. Some areas of significance are highlighted below:

- Availability of Compact services for students under supervision wishing to receive post-secondary education in the receiving state;
- Requirement for the home state to provide additional information/documentation for all sex offender referrals;
- Resolutions for early termination of a youth's supervision will be determined by the appropriate authority in the sending state;
- Obligation of the receiving state to accept supervision when a juvenile has no custodial parent or guardian remaining in the sending state and a parent or guardian resides in the receiving state;
- Additional conditions for notifications of warrants issued; and
- Consolidation of the quarterly and violation report forms into one form.

All revised Compact rules and forms can be located on the Division of Juvenile Corrections (DJC) website: [http://www.wi-doc.com/index\\_juvenile.htm](http://www.wi-doc.com/index_juvenile.htm). Agencies must use the current official forms when conducting business under the Compact.

## **II. Rules Training Link Available**

Online training for the revised Compact rules is available through the Interstate Commission for Juveniles. The following link will direct you to the home page of their website; click on the blue tab titled, "Rules Training" to view all available sessions: [www.juvenilecompact.org](http://www.juvenilecompact.org). The link to this website is also posted on the DJC website. We encourage your agency to take advantage of the convenient online training sessions provided by the Commission.

## **III. Optional Procedure for Sending ICJ Correspondence**

In an effort to become more environmentally-friendly, the WI-ICJ office has generated an optional procedure for Counties to send ICJ correspondence. If your County has the technological capacity to do so, the WI-ICJ office will now accept the following documents via email:

- ICJ Referral Packets
- Home Evaluation Reports
- Quarterly/Violation Reports
- Travel Permits

Please note, all correspondence sent electronically requiring signatures must be scanned and will not be acceptable otherwise. Also, the following documents will continue to be accepted by fax: Home Evaluation Reports, Quarterly/Violation Reports, and Travel Permits. Please do *not* fax ICJ Referral Packets.

We thank you for all efforts your agency can contribute to the WI-ICJ office's endeavor to go GREEN!

## **IV. ICJ Contact Information**

Please continue to direct all Interstate Compact inquiries and correspondence to Jocelyn Schoeneck at 608-240-5931 or [Jocelyn.Schoeneck@wisconsin.gov](mailto:Jocelyn.Schoeneck@wisconsin.gov).

Thank you for continuing to be an essential part of Wisconsin's participation in the Interstate Compact for Juveniles.

cc: Rick Raemisch, Secretary, DOC  
Timothy Lundquist, Deputy Secretary, DOC  
Melissa Roberts, Executive Assistant, DOC  
Silvia Jackson, Assistant Administrator, DOC/DJC  
Cyrus Behroozi, Administrator, DCF/DSP

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Diane Bloecker, Director, Child Welfare Licensing Section DCF/DSP  
John Touhy, Director, Bureau of Regional Operations, DCF/DES  
Patrick Cork, Interim Director of Area Administration, DHS/DES  
Greg Van Rybroek, Director, DHS/MJTC  
DHS/DCF Area Administrators  
DHS/DCF Human Service Area Coordinators  
DOC/DJC Management staff  
County Youth Aids contacts  
Court-attached juvenile court intake offices