

# InterOffice Memo

Department of Children and Families

*Date:* January 6, 2009

*To:* Lien Partners  
License Certification Partners

*From:* Lisa Bina  
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Department of Children and Families  
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*Subject:* **Department of Children and Families Change**

As you may be aware, as a result of the 2005-07 biennial budget, the Bureau of Child Support became apart of a new department, the Wisconsin Department of Children and Families (DCF). As Governor Doyle announces on the DCF website; *"the Department of Children and Families is Wisconsin's first state agency focused exclusively on promoting the safety, economic and social well-being of kids and families of the state.*

*The new Department brings together key programs that serve children and families - such as child welfare, child support, child care and Wisconsin Works (W-2) - to ensure that everyone gets the support they need to succeed"* (<http://dcf.wisconsin.gov/bcs>).

The Bureau of Child Support was previously part of the Department of Workforce Development (DWD). Please be advised that all Memorandums of Understanding, file sharing processes and signed agreements remain in effect.

To accommodate the new department change, any *written* reference to DWD that is included on correspondence you use, should be removed and the Department of Children and Families (DCF) should be added. This involves any communication that is provided to license holders relating to suspensions and reinstatements, license applicants, students; financial institutions, consumers, and those applying for pensions. This includes notices, website references and day-to-day *written* correspondence. **It does not include file name changes that we have in place. Those will remain the same (e.g. daily, weekly, monthly or quarterly interfaces of license suspension information).**

The Department of Children and Families has a new Administrative Rule. If you reference DWD Rule 43, it should be changed to DCF Administrative Rule 152.

The Wisconsin Child Support Lien Docket will continue to reference the Department of Workforce Development (DWD) until necessary IT resources can be secured to make the changes. The Bureau of Child Support will work with each agency to ensure that the necessary changes are made. We do realize that some changes may involve IT programming changes and cannot be completed immediately. As with our own changes to the Lien Docket, we know that changes will be completed as time and resources are made available.

Our existing PO Box 7935, street address (201 East Washington Ave) and contact phone number (266-9909) will remain the same.

Please contact me if you have any questions, at the number listed above.