

<b>Date Correction Plan Due</b> 9/14/2022	<b>NONCOMPLIANCE STATEMENT AND CORRECTION PLAN</b>	<b>TO FILE A COMPLAINT CALL</b> 715-930-1148
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**Use of Form:** This form is used by certification / licensing staff to identify statute and / or administrative rule violation(s) and to outline imposed plans of correction, if applicable. This form is used by certified operators / licensed centers to meet the requirements of DCF 202.065, DCF 250.04(2)(i) and (3)(d), DCF 251.04(2)(L) and (3)(f), DCF 252.41(1)(L) and (2)(k). Failure to submit an appropriate correction plan by the due date listed above may result in sanctions identified in the statute and / or administrative rule. Public Schools may submit plans of correction however are not required to do so.

**Instructions:** The Noncompliance Statement below identifies the violation(s) of child care statute and / or administrative rule identified by the certification / licensing specialist. Complete the section labeled "Correction Plan" by indicating the steps that will be taken to address and correct each of the listed noncompliance(s). Identify expected completion date(s) for each item. Return the original to your certification / licensing specialist for approval and retain a copy. If this is a licensed child care, post your copy of the noncompliance statement and correction plan near the license in accordance with Wis. Stat. 48.657. This request for a correction plan is not an order imposing a sanction or penalty pursuant to Wis. Stat. 48.715. If the department decides to apply a statutory sanction and / or penalty for facts arising from this finding or a future finding, you will be given a notice of the sanction and / or penalty and your appeal rights.

<b>Name - Certified Operator / Licensed Center</b> Hand In Hand A Place For All Child		<b>Provider Number / Facility ID Number</b> 2000556142 / 001 - 520077	
<b>Address - Facility (Street, City, State, Zip Code)</b> 800 Wisconsin St Box 13 Eau Claire WI 547033588		<b>Telephone Number</b> 715-833-7744	<b>Date - Regulation Visit</b> 8/19/2022
	<b>Rule/Statute Number Noncompliance Statement</b>	<b>Correction Plan</b>	<b>Expected Completion Date</b>
1	<p>251.08(4)(b) <b>Driver Orientation - Requirement</b></p> <p>Description: On 8/19/22, a current annual driver orientation was not observed on file for employee B, C, and D. Rule in pertinent part states Before a driver who is not the licensee first transports children, the licensee shall provide the driver with a training. The licensee shall review, document, and update the training as necessary with each driver annually.</p>	<p>Annual driver orientations will be completed for employees B, C, and D before they are allowed to transport children. Driver orientations will then be filed and renewed annually.</p>	6/1/2023

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2	<p>251.08(4)(c)1. <b>Driver Record - Obtain &amp; Review</b></p> <p>Description: On 8/19/22, an annual driver record was not observed on file for employee A, B, C, and D. Rule in pertinent part states Prior to the day a driver first transports children in care and annually thereafter, the licensee shall obtain a copy of the driving record for each driver and place the record in the staff file. The licensee shall review each driving record to ensure that the driver has no accidents or traffic violations that would indicate that having children ride with the driver could pose a threat to the children.</p>	<p>Driving records were obtained from corporate location and filed into employee's A, C, &amp; D's employee files. Our HR department will renew driving records annually, we will refrain from having staff drive until their records are up to date. All staff who are driving children will have their driving records up to date and reviewed prior to transporting children.</p>	<p>6/1/23</p>

**NAME** - Certification Worker / Licensing Specialist  
Sarah Yang

**Date Issued**  
8/31/2022

**SIGNATURE** - Certified Operator or Designee / Licensee or Designee

**Date Signed**