DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 7/2/2026	**NONCOMPLIANCE STATEMENT AND CORRECTION PLAN**	TO FILE A COMPLAINT CALL 715-930-1148

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.

Name - Certified Operator / Licensed Center		**Provider Number / Facility ID Number**	
Ymca Clubhouse		5000556395 / 031 - 2006050	
Address - Facility (Street, City, State, Zip Code) 206 Emery St Eau Claire WI 54701	**Telephone Number** 715-839-4609	**Date - Regulation Visit** 6/17/2026	

	Rule/Statute Number Noncompliance Statement	**Correction Plan**	**Expected Completion Date**	**Verification Date**
1	251.05(2)(a) **Staff Record - Maintenance & Availability** Description: During a staff file review, one employee was missing a few items from his/her file, resulting in an incomplete record. The items included a staff health report form, High School diploma, education qualifications and documentation of a completed caregiver background check. *It should be noted a background check was processed as required, but the file didn't contain a paper copy or documentation, as required.	This staff member is no longer employed with the YMCA.	06/04/2026	

NAME - Agency Worker
Heather Ruf

Date Issued
6/17/2026

SIGNATURE - Certified Operator or Designee / Licensee or Designee
Gabriela Egan

Date Signed
09/04/2026