

Date Correction Plan Due 6/30/2025	NONCOMPLIANCE STATEMENT AND CORRECTION PLAN	TO FILE A COMPLAINT CALL 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.

Name - Certified Operator / Licensed Center Family Forum Head Start Center 1		Provider Number / Facility ID Number 9000577839 / 009 - 1004451		
Address - Facility (Street, City, State, Zip Code) 1500 N 34Th St Superior WI 54880		Telephone Number 715-392-6286	Date - Regulation Visit 6/11/2025	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	<p>251.04(6)(a)8.a. Child Record - Physical Exam - Under 2</p> <p>Description: Each child under 2 years of age shall have an initial health examination not more than 6 months prior to nor later than 3 months after being admitted to the center, and a follow-up examination at least once every 6 months thereafter. Child #3 does not have documentation of a follow-up exam within the past 6 months.</p>	<ul style="list-style-type: none"> • Teachers will conduct a meeting within 30 days of enrollment and monthly to discuss barriers with parents / caregivers in completing exams or follow-up exams. • Center manager will run reports to ensure data is present & file checks will be done by Supervisor & Administrator bi-monthly. 	<p>6/23/2025</p> <p>6/27/2025</p>	
2	<p>251.05(2)(a)4.a. Staff Record - Registry Certificate</p> <p>Description: Staff D has worked at the center for more than 6 months and were missing a certificate from The Registry documenting that the person has met the educational qualifications of the positions they hold and do not have other documentation of educational qualifications.</p>	<ul style="list-style-type: none"> • Human Resources will request staff to apply & submit necessary documents to the WI Registry. • All newly hired educational staff will be required to self-register to The WI Registry. • Human Resource dept will do a file check to ensure all edu. is up to date per file. 	<p>6/23/2025</p> <p>6/23/2025</p> <p>6/23/2025 Ongoing</p>	

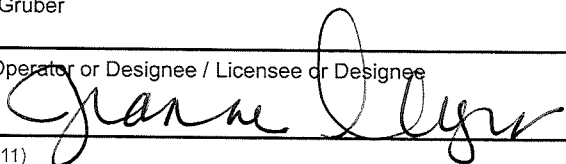
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3	251.05(2)(a)4.d. Staff Record - Educational Qualifications Description: Staff B, C, D, and H have worked at the center for more than 6 months and were missing documentation that the person has met the educational qualifications of the positions they hold.	<ul style="list-style-type: none"> • Human Resources will reach out to staff members & request qualification doc. • Scan documents to data base system for consistent entry. • Run reports & ensure staff are compliant. 	6/27/2025 8/30/2025	
4	251.05(2)(a)5. Staff Record - High School Diploma Description: There was no documentation for Staff C's high school diploma or it's equivalent which is required for the position they hold.	<ul style="list-style-type: none"> • Human Resources will conduct a file check to ensure high school diploma or higher edu documentation is in staff files. • H.R dept. will conduct quarterly file checks. 	6/23/2025 6/27/2025	
5	251.05(3)(c) Cardiopulmonary Resuscitation Training Description: Staff C was missing documentation of having maintained a current certificate of completion for infant and child cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use from an agency approved by the Department.	<ul style="list-style-type: none"> • Staff person will read the CPR training with infant/child care. • Add completed certificate to file. • Run a file check quarterly to ensure compliance. 	8/30/2025 6/27/2025 ongoing.	

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6	251.05(3)(gr)3.a. Meal Prep Personnel - Training Description: Rule states that any staff who prepares meals shall document annual department approved training of at least 4 hours in kitchen sanitation, food handling or nutrition. Staff H that prepare meals for the center were missing documentation of this training.	<ul style="list-style-type: none"> - All kitchen staff who completed the training will receive a certificate & place in file. - All training will meet the 4-hour requirement each yr. 	6/27/2025	

NAME - Agency Worker
Kimberly Jasper, Amelia Gruber

Date Issued
6/16/2025

SIGNATURE - Certified Operator or Designee / Licensee or Designee



Date Signed
6/27/2025