



DEPARTMENT OF CHILDREN AND FAMILIES
Division of Early Care and Education

STATE OF WISCONSIN

Date Correction Plan Due 1/13/2022	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)(f) 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 Tomah Head Start Center		Provider Number / Facility ID Number 0000577800 / 004 - 520177		
Address - Facility (Street, City, State, Zip Code) 402 Pine St Tomah WI 54660		Telephone Number 608-372-3781	Date - Regulation Visit 12/9/2021	
	Rule/Statute Number Noncompliance Statement	Correction Plan	Expected Completion Date	Verification Date
1	251.04(8)(b) Biennial Training - Child Abuse & Neglect Description: Staff A was missing documentation of having received training within the past two years on child abuse and neglect laws, identification, and reporting.	See attached	1-5-2022	
2	251.05(4)(c)9. Continuing Education - Documentation Of 12 Month Period Description: Staff A did not have documentation of the yearly requirement of continuing education hours for 2020.	See attached	1-5-2022	

NAME - Certification Worker / Licensing Specialist
Jennifer Stubbe, Rita Miller

Date Issued
12/23/2021

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

1/20/22

Biennial Training – Child Abuse and Neglect for each employee will be placed in an employee file to be presented when requested upon a licensing visit.

Staff A has completed Biennial Training – Child Abuse and Neglect on 8/27/21 and that certificate is in the employee continuing education file available for review. Completed on 1/5/2022.

Continuing education for each employee will be placed in an employee file to be presented when requested upon a licensing visit.

Staff A has completed Continuing Education- Documentation of a 12-month period and continuing education certificates are available for review. Completed on 1/5/2022.