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| Date Correction Plan Due<br>9/13/2023 | <b>NONCOMPLIANCE STATEMENT AND CORRECTION<br/>PLAN</b> | TO FILE A COMPLAINT CALL<br>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.

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| Name - Certified Operator / Licensed Center<br>Tomah Head Start Center           |   | Provider Number / Facility ID Number<br>0000577800 / 004 - 520177  |  |
| Address - Facility (Street, City, State, Zip Code)<br>402 Pine St Tomah WI 54660 |   | Telephone Number<br>608-785-2070   | Date - Regulation Visit<br>8/17/2023   |
|  | Rule/Statute Number<br>Noncompliance Statement  | Correction Plan  | Expected Completion Date<br>Verification Date  |
| 1  | 251.05(2)(a)4.a.<br><b>Staff Record - Registry Certificate</b><br><br>Description: Staff 1C and 2A are missing a certificate from The Registry documenting that the person has met the educational qualifications for the position and the person has worked as a teacher, director and/or administrator at the center for at least 6 months. | <ul style="list-style-type: none"> <li>HSCFDC will change the organizational chart to reflect the change of administrator for all centers. This individual has an administrator certificate from the Wisconsin Registry.</li> <li>Staff 2 A is updating her registry certificate and once completed and reviewed a copy of her certificate will be placed in employees file at Central Center.</li> <li>Staff 1B's registry certificate is located in employees file at Central Center.</li> </ul> | <ul style="list-style-type: none"> <li>August 31, 2023</li> <li>September 29, 2023</li> <li>September 1, 2023</li> </ul> |

NAME - Agency Worker  
Jennifer Stubbe, Kimberly Jasper

Date Issued  
8/30/2023

SIGNATURE - Certified Operator or Designee / Licensee or Designee

Date Signed

*Robyn Wolfert*

9.7.2023