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**State of Wisconsin
Governor Scott Walker**

**TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators**

**FROM: Sabrina Fox, Policy Section Chief
Bureau of Enrollment Policy & Systems
Division of Health Care Access and Accountability**

BEPS/DFS OPERATIONS MEMO					
No: 12-33					
DATE: 6/22/2012					
FS <input checked="" type="checkbox"/>	MA <input checked="" type="checkbox"/>	BC+ <input checked="" type="checkbox"/>	SC <input type="checkbox"/>	CTS <input checked="" type="checkbox"/>	FSET <input type="checkbox"/>
BC+ Basic <input checked="" type="checkbox"/>	BC+ CORE <input checked="" type="checkbox"/>	CC <input type="checkbox"/>	W-2 <input type="checkbox"/>	EA <input type="checkbox"/>	
CF <input type="checkbox"/>	JAL <input type="checkbox"/>	JC <input type="checkbox"/>	RAP <input type="checkbox"/>	WIA <input type="checkbox"/>	Other <input type="checkbox"/> *
			EP		

SUBJECT: New Address for the Centralized Document Processing Unit

CROSS REFERENCE: [Operations Memo 11-55](#)

EFFECTIVE DATE: July 1, 2012

PURPOSE:

The purpose of this memo is to announce the Centralized Document Processing Unit (CDPU) move to Janesville on July 1, 2012.

BACKGROUND:

As part of the 2011-2013 biennial budget, the Legislature directed DHS to create an IM Administrative Unit. One of the responsibilities of this unit is to operate a centralized document processing unit. Beginning January 1, 2012, DHS implemented the CDPU to scan and validate documents belonging to non-MiES Income Maintenance Cases. Since implementation, the CDPU has been located in Madison.

CHANGES:

Effective July 1, 2012, the CDPU will move to a new location in Janesville. The mailing address used for submitting documents to the CDPU will change. The new address will be operational as of June 15th. The old mailing address will remain open for at least 6 months. All correspondence will be updated with the new address effective June 22, 2012. The new mailing address is:

CDPU
PO Box 5234
Janesville, WI
53547-5234

Consortia may want to consider adding an informational message to their call/change center message to inform callers of the change and will also need to update any documents used internally that have the CDPU address on them.

➤Please Note: The address for the MilES Document Processing Unit has not changed.

CONTACTS:

BEPS CARES Information & Problem Resolution Center

*Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, BC+ Core – BadgerCare Plus Core, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DHS/DHCAA/BEPS/AH