

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input type="checkbox"/> Informational Memorandum (IM) <input checked="" type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
	Issuance Date: 11/04/13	Obsolete Date: None
	Response Due: None	
	Log No.: 13-136	
	Contact: Assigned BSC analyst	
	Originating Office: Children's Service Administration	
	Subject/Title: Wayne County Courtesy Interview Requests	
	Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff	
	<input type="checkbox"/> Private Agency Child Welfare Staff	<input type="checkbox"/> BCAL
<input checked="" type="checkbox"/> CSA Central Office Managers/Staff	<input type="checkbox"/> CWTI	
<input type="checkbox"/> Native American Tribes	<input type="checkbox"/> SACWIS	
<input type="checkbox"/> Data Management		
<input checked="" type="checkbox"/> DHS County Directors		
<input checked="" type="checkbox"/> Adult Services Staff		
<input type="checkbox"/> Other:		

Each month, Wayne County receives approximately 150-200 requests for Children's Protective Services courtesy interviews from various counties throughout the state. The Intake and Referral (I&R) Unit within Wayne County ceased operations when Centralized Intake rolled out statewide and as such, all requests for courtesy interviews must be sent to the appropriate district for completion.

In order to ensure that these requests are assigned and completed quickly, it is imperative that all counties use the following contact information for each Wayne County district when sending any future courtesy interview requests to Wayne County.

- **North Central** services the following zip codes:

48203, 48205, 48219, 48221, 48223, 48227, 48228, 48234, 48235 & 48238

Courtesy interview requests in these zip codes must be sent as follows:

To: Denise Glenn-Williams; glenn-williamsd@michigan.gov.

CC: WC-CFSNorth-Intake@michigan.gov

Concerns regarding courtesy interview requests may be directed to Section Managers Traci Lee-Brown (313) 865-8913 or Demetrius Starling (313) 852-1720.

- **South Central** services the following zip codes:

48120, 48126, 48201, 48202, 48204, 48206, 48207, 48208, 48209, 48210, 48211, 48213, 48214, 48215, 48216, 48217, 48218, 48224, 48225, 48226, 48230, & 48236

Courtesy interview requests in these zip codes must be sent as follows:

To: Mildred Demery; demerym@michigan.gov

CC: WC-CFSSouth-192@michigan.gov and Debra Moore; moored2@michigan.gov

Concerns regarding courtesy interview requests may be directed to the Section Manager Ted Sell (313) 578-4832.

- **Western Wayne** services the following zip codes:

All Zip Codes beginning 481 (with the exception of 48120 and 48126, which are serviced by South Central), along with 48229, 48239, & 48240

Courtesy interview requests in these zip codes must be sent as follows:

To: Sherry Avis; AvisS@michigan.gov

CC: Theresa Waterkamp; WaterkampT@michigan.gov

Concerns regarding courtesy interview requests may be directed to the Section Managers Nancy Keller (313) 295-8019 or Shari Lemonious (313) 295-8167.

Thank you in advance for your assistance. If there are any additional questions, please contact your BSC analyst.