



STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

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January 12, 2016

Child Placing Agency Letter 2016 – 01

To: Child Placing Agencies and Approved Governmental Units

From: Christine Rehagen, Director 
Division of Child Welfare Licensing

Subject: Division of Child Welfare Central Office Staff Assignments

- Central Office licensing consultants and support staff assigned to child placing agencies / governmental units
- Map



STATE OF MICHIGAN
**Department of
Health and
Human Services**

Memo

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Date: January 12, 2016
From: Christine Rehagen, Director
Division of Child Welfare Licensing
Subject: Child Placing Agency Letter 2016-01: 2016 Division of Child Welfare Central Office Assignments

This communication provides notification to child placing agencies and approved governmental units on the assignment of the Division of Child Welfare Licensing (DCWL) central office staff to child placing agencies and governmental units. Effective January 4, 2016, Magdalen Thomas has joined DCWL as a consultant.

The attached map identifies central office licensing consultants and support staff assigned to each child placing agency / governmental unit. Child placing agencies / governmental units are to submit originals, renewals and changes regarding licensing terms to the DCWL central office staff as identified on the map. (This coverage map does not affect the submission or processing of enrollments.) The map is divided into three regions.

The following child placing agencies which have multiple office locations will now be assigned to one central office licensing consultant and support staff as identified on the map:

- Bethany Christian Services
- Ennis Center for Children
- Lutheran Social Services of Michigan
- Wellspring Lutheran Services

Please note: Child & Family Charities in Lansing is assigned to Venus Decker.

Submission of Special Investigation Records (259):

Child placing agencies and governmental units are required to submit a 259 to DCWL when opening and closing special investigations. All 259s should be sent for processing to Mona Jildeh at jildehm@michigan.gov or via fax to (517) 284-9719. Ms. Jildeh's phone number is (517) 284-9715.

Attachment: Division of Child Welfare Licensing, Central Office Staff Assignments - Map

