

Scott Walker
Governor

Kitty Rhoades
Secretary



State of Wisconsin
Department of Health Services

DIVISION OF LONG TERM CARE

1 WEST WILSON STREET
PO BOX 7851
MADISON WI 53707-7851

Telephone: 608-266-0036
FAX: 608-266-2713
TTY: 888-241-9432
dhs.wisconsin.gov

Dear Prospective Council Member:

A position for a parent representative is currently vacant on the Children's Long-Term Support (CLTS) Council, and the Department of Health Services (DHS) is in the process of recruiting new members. We are interested in nominees who can make a commitment to be active participants on the CLTS Council during the term of the appointment.

Meetings of the Council are held in Madison, Wisconsin on a quarterly basis. To find out more about the CLTS Council and the schedule for the Council meetings please visit the CLTS Council website at:

<http://cltscouncil.wisconsin.gov/>

To assist the Department in the nomination process, we are requesting all candidates provide a resume and your responses to the following four questions:

1. List organizations (programmatic, business, political, voluntary, etc.) where you are currently an active participant. Describe your role in the organization.
2. Describe your experience, if any, working on legislative issues. What topics/concerns did you address, with whom and what were the outcomes?
3. Please list specific experience or knowledge that you feel makes you a qualified candidate for this Council.
4. Please provide the names of 2-3 people who can be contacted as your references. They can be people who have worked with you as discussed in questions 1 and 2, or other individuals who know you well. Please give the person's name, title, address (work or home) and daytime phone number.

Applications are accepted on a continual basis. The Office of the Secretary will review all applications and appoint the new council member. Please mail a completed application to the address below:

The Department of Health Services
Bureau of Children's Services
Attn: Susan Larsen
1 W Wilson St Room 433
PO Box 7851
Madison WI 53707-7851

If you have any questions or need assistance completing the requirements, please contact me at 608-267-9184 or by email at Susan.Larsen@dhs.wisconsin.gov.

Sincerely,

Susan Larsen, Chief
Policy Initiative and Program Integrity
Bureau of Children's Services