Notice to Foster Parents Regarding Confidentiality of Records

**Use of Form:** The use of this form is voluntary. Agencies may use this form to review confidentiality expectations pursuant to Wis. Admin Code ch. DCF 56.09(12) and record storage requirements pursuant to Wis. Admin. Code ch. DCF 56.09(11) with foster parents “Agency" means the department, a county department, or a licensed child welfare agency for the purpose of this form. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wis. Stats].

**Instructions:** The agency responsible for overseeing the care and maintenance of a child placed in out-of-home care shall review confidentiality requirements with the out-of-home care provider. This form shall be signed by the out-of-home care provider and supervising agency or licensing agency.

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| Agency Name      |
| Foster Parent(s) Full Name      |
| **GENERAL PROVISIONS** |
| Information provided to a foster parent is confidential and its release is strictly limited by state and federal law, including Titles IV-B and IV-E of the Social Security Act. The foster parent and other persons in the household having access to confidential information about the foster child and the child's family may not discuss or otherwise disclose that information to any other person while the child is in the foster home or after the child leaves the foster home, except as follows:* To the licensing agency or agency placing the child in the care of the licensee.
* To another foster parent or respite care provider as authorized by the agency, such as when another foster parent is being considered as a placement for the child or the person is providing respite for the child.
* By order of a court.
* As otherwise provided by law.
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| **MAINTENANCE OF RECORDS IN A FOSTER HOME** |
| The confidentiality of the information included in juvenile law enforcement and court records pursuant to [Wis. Stat. s. 48.396](https://docs.legis.wisconsin.gov/document/statutes/48.396) and [Wis. Stat. s. 938.396](https://docs.legis.wisconsin.gov/document/statutes/938.396). The confidentiality of human services record information, including foster care information, pursuant to [Wis. Stat. s. 48.78](https://docs.legis.wisconsin.gov/document/statutes/48.78) and [Wis. Stat. s. 938.78](https://docs.legis.wisconsin.gov/document/statutes/938.78), Stats.* The foster parent shall maintain a record on each foster child.
* The foster parent shall give the foster child's record to the child's supervising agency when the child leaves the foster home.
* At the request of the licensing or supervising agency, the foster parent shall make the foster child's record available for inspection by that agency. A foster child's record may also be examined by authorized representatives of the department.
* All records maintained by a foster parent which contain confidential information regarding foster children must be kept in a locked cabinet, drawer, or other secure location within the foster home.
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| **ACKNOWLEDGMENTS** |
| I, as a licensed foster parent, acknowledge that I have read this document and understand my responsibility to maintain the confidentiality of the information provided to me regarding the foster child(ren) in my care. I also acknowledge that I have been provided a copy of this document. |
| **SIGNATURES** |
|  |  |       |  |
| **SIGNATURE** – Child Welfare Professional |  | Date Signed |  |
|  |  |       |  |
| **SIGNATURE** – Foster Parent  |  | Date Signed |  |
|  |  |       |  |
| **SIGNATURE** – Foster Parent |  | Date Signed |  |

Note: Signed copies should be distributed to foster parent(s), child welfare professional, and the foster care licensing professional.