# Initial Application Order Form – Child Placing Agency and Shelter Care Facility

**Use of form:** Use of this form is mandatory. If the requested information is not provided, the department will be unable to process your request. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

**Instructions:** To order an Initial Application Packet containing the information that you will need to plan your program, follow the steps below:

1. Determine the type of program you want to open.

|  |  |
| --- | --- |
| Child Placing Agency – DCF 54 | A child welfare program licensed to place children in foster homes and group homes. Child placing agencies may be licensed to license their own foster homes. |
| Shelter Care Facility – DCF 59 | A child welfare program that provides short-term, non-secure residential care and physical custody of children pending court action or a voluntary placement of a child.   * Publicly Operated- the shelter care facility will be owned and operated by a county agency. * Privately Operated- the shelter care facility will be owned and operated by an individual or a corporation. |

1. Complete the “Request for Child Welfare Licensing Initial Application Packet” section at the bottom of this page. Information should be typed whenever possible.
2. Make check or money order payable to the “Department of Children and Families.”
3. Mail the completed request form below with check or money order to:

**CHILD WELFARE LICENSING**

**DCF/DSP**

**141 NW Barstow, Room 104**

**Waukesha, WI 53188**

5. The requested packet will be emailed to the email address provided below.

## REQUEST FOR CHILD WELFARE LICENSING INITIAL APPLICATION PACKET

|  |  |  |  |
| --- | --- | --- | --- |
| Name | | Telephone Number | |
| Mailing Address (Street, City, State, Zip Code) | | | |
| Email Address | | | |
| **Type of Packet** | | | |
| Send: | Child Placing Agency ($25.00 each) | | $ |
|  | Shelter Care Facility ($10.00 each) | | $ |
|  | Publicly Operated  Privately Operated | |  |
|  | Total Amount | | $ |