**Request to Accept Voluntary Placements and / or Provide Respite Care Services**

**Shelter Care Facility**

**Use of form:** Use of this form is mandatory to comply with s. 938.22(2) (c) and s. 48.63(1) (b) to become an approved shelter care facility that accepts voluntary placements and/or provides respite care services. Personally identifiable information gathered on this form will be used only to verify compliance with licensing rules. Personal information you provide may be used for secondary purposes (Privacy Law, s. 15.04(1) (m), Wisconsin Statutes).

**Instructions:** A shelter care facility that would like to accept voluntary placements in their shelter care facility per s. 938.22(2)(c) and s. 48.63(1)(b) Wis. Stats, and / or to provide respite care services in the shelter care facility shall submit this form and the following documents in order to be considered:

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| Shelter Care Facility Name | Shelter Care Facility Telephone Number |
| Shelter Care Facility Address | |
| **REQUESTING TO (check all that apply):** | |
| Accept Voluntary Placements  The Voluntary Placements will be from the following sources (check all that apply):  County Human/Social Services Agencies  Department of Children and Families  Child Placing Agencies  Department of Corrections  Parent and/or Guardian  Indian Custodian | |
| Provide Respite Care Services  Respite Care Services will be provided through agreements with (check all that apply):  County Human/Social Services Agencies  Depart of Children and Families  Child Placing Agencies  Department of Corrections  Parent/Guardian  Indian Custodian | |
| **THE SHELTER CARE FACILITY WILL SERVE CHILDREN WITH THE FOLLOWING NEEDS (check all that apply):** | |
| Delinquent (DEL)/Corrections  Juvenile in Need of Protection or Services (JIPS)  Children in Need of Protection or Services (CHIPS)  Voluntary Placement Agreements  Respite Care Services | |
| **POLICIES AND PROCEDURES TO BE SUBMITTED FOR VOLUNTARY PLACEMENTS AND/OR RESPITE CARE SERVICES:** | |
| Program Statement for the shelter to include the purpose of voluntary placements and/or respite care services, the compatibility of children with diverse needs, and how the programming for voluntary placements and/or respite care relates to other components of the shelter care.  Policies and procedures on assessing and supporting the medical, dietary, behavioral, and emotional needs of a child admitted for a voluntary placement and/or respite care services. \*Children who require mental health crisis stabilization are not allowed in shelter care facilities.  Policy and procedures for the discharge of the child once the 20-day deadline has expired.  Plans for school attendance.  Policies and procedures for reporting child abuse/neglect. | |
| **ADDITIONAL POLICIES AND PROCEDURES FOR RESPITE CARE SERVICES TO BE SUBMITTED:** | |
| Policy and procedures on how each staff member who provides care for a respite care child shall have training or work experience related to any specific condition or need of the child for whom care is provided. Staff members with no previous training or experience working with the specific condition or need of a respite care child shall receive at least 8 hours of supervised experience or more if necessary to provide competent care.  Policy and procedures on how the shelter care facility shall designate by name or position a staff member who will have primary responsibility for oversight of the respite care children. | |
| **DEPARTMENT USE ONLY:**  **THE DEPARTMENT OF CHILDREN AND FAMILIES, CHILD WELFARE LICENSING SECTION HAS REVIEWED THE REQUEST TO ACCEPT VOLUNTARY PLACEMENTS AND/OR PROVIDE RESPITE CARE SERVICES.**  **APPROVED**  **DENIED** | |
| **If the Department has approved your request, a copy of your new license and letter of transmittal will be attached.** | |