

Re-License Denial Letter

Dear:

In considering your home for re-license, the _____ County Department of Human Services, Out-of-Home Care Program, regrets to inform you that the new Wisconsin Caregiver Law (Secs. 48.685 – 50.065 –Ch. HFS 12, Wis. Admin, Code) prohibits you from licensure at this time due to the _____ substantiated abuse report dated _____

The ongoing worker(s) of the children in your home will also be notified.

Although there was an order reinstating your license, this did not erase the finding of substantiated abuse. It only reinstated the license. _____

If you are interested in re-obtaining a foster care license, you will have to deal with the substantiated abuse finding before your home _____ could be re-licensed as a foster home. This can be done in either or both of the following ways:

1. Appeal the substantiation decision under the federal CAPTA (Child Abuse Prevention Treatment Act) law. Because the substantiation decision affects a licensing interest, you have the right to an administrative fair hearing before the Division of Hearings and Appeals on this matter. If you wish to avail yourself of such a hearing, you will need to file a request for a fair hearing with the Division of Hearings and Appeals. A form for this purpose is enclosed for your use. Their address is:

Division of Hearings and Appeals
P.O. Box 7875
Madison, Wisconsin 53707-7875

2. Apply for Rehabilitation Review within 10 days. A form for this purpose is enclosed for your use. Their address is:

**Department of Health and Family Services
Office of Legal Counsel
One West Wilson Street
Madison, Wisconsin 53707**

Each of these programs addresses a different interest and, depending upon the circumstances, you may wish to appeal through one or both of the avenues available.

Sincerely,

