



State of Wisconsin

Department of Health and Family Services

DIVISION OF CHILDREN AND FAMILY SERVICES

BUREAU OF MILWAUKEE CHILD WELFARE  
1555 NORTH RIVERCENTER DRIVE, SUITE 220  
MILWAUKEE WI 53212

Telephone: 414-220-7000

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www.dhfs.state.wi.us

Jim Doyle  
Governor

Kevin R. Hayden  
Secretary

RE: Group Homes/Settings Registration

Dear Group Home/Setting Agency:

Thank you for your interest in serving youth who need group home/setting care on behalf of the Bureau of Milwaukee Child Welfare.

Enclosed are the Bureau of Milwaukee Child Welfare's (BMCW) requirements for the registration of Group Homes/Settings facilities through June 30, 2010. A checklist and instructions have been included to guide the process and ensure that you submit all necessary information to meet the registration requirements. Please be advised that the checklist is not intended to be exhaustive but represents the basic information that the BMCW requires prior to becoming a potential placement resource for the BMCW.

Basic registration requirements include: proof of licensure (HFS 57 or HFS 38), specific programming information and financial data submitted on your agency type applicable Income Statement form. You are encouraged to provide as much detail regarding your facility's services and programming as possible. Failure to provide proof of current licensing and/or other required documentation will prevent your agency from registering with the BMCW.

Registration of your facility with the BMCW will include an on-site review by a BMCW Program Evaluation Manager and/or a representative of Children's Service Society of Wisconsin (CSSW), the BMCW's Out-of-Home-Care Unit. Registration does not constitute a contract with the BMCW or guarantee placement of youth in your facility. Placement decisions are made on a case-by-case basis in consideration of the youth's needs and best interests.

Please mail the complete packet of information to:

Carrie DeBehnke, Contracts Specialist  
Bureau of Milwaukee Child Welfare  
1555 Rivercenter Drive  
Suite 220  
Milwaukee, WI 53212

If you have any questions regarding this matter please contact me at 414-220-7030. Please note that registration information can also be found on the BMCW website at: <http://dhfs.wisconsin.gov/bmcw/>

We look forward to continuing to work with you to serve the needs of youth in the care of the Bureau of Milwaukee Child Welfare.

Sincerely,

Carrie DeBehnke, Contracts Specialist  
Bureau of Milwaukee Child Welfare

Enclosures

GH-S 1 Last Revised 5/6/09  
Group Homes/Settings Registration Letter