

INSTRUCTIONS FOR OBTAINING FORMS - GROUP FOSTER HOMES

Group foster homes are required to use some of the forms listed below to comply with licensing rules. The other forms, while not required by rule, are designed to contain all the information required by the licensing rules and are recommended for use. The majority of the forms and publications listed here are available from the Children's Residential Facilities Forms & Publications website <http://dcf.wisconsin.gov/childrenresidential/Forms.htm>, and may be reproduced as needed. If you do not have access to the Internet, or if the form or publication you want is not available online, contact your regional licensing office.

FORM #	FORM TITLE
CFS-0052	Vehicle Safety Inspection
CFS-0100A	ICPC Placement Request
CFS-0100B	ICPC Report on Child's Placement Date or Change of Placement
PFS-0101	It Shouldn't Hurt to be a Child
CFS-0107	Foster Home Agreement Child Placed in Foster, Treatment Foster or Group Home
CFS-0116	Foster Parent Insurance Program Claim of Loss or Damage (<i>family-operated facilities only</i>)
CFS-0117	Foster Parent Insurance Program Verification of Claim (<i>family-operated facilities only</i>)
PFS-0142	Understanding the Uniform Foster Care Rate (<i>family-operated facilities only</i>)
EXS-0263	Rehabilitation Review Application
CFS-0297	Request for Exception
CFS-0358	Licensing Checklist – Group Foster Homes for Children HFS 57
CFS-0367	Community Advisory Committee Documentation
CFS-0379	Child Record Checklist - Group Foster Homes
CFS-0383	Personnel Record Checklist - Group Foster Homes
CFS-0384	Staff Health Report - Child Welfare Facilities
PDE-0470A	Rights of Minors in Inpatient Community Mental Health Facilities
CFS-0497	Directory Listing / Mailing Labels Order
PFS-0602	Applicant / Licensee Rights & Responsibilities
PDE-0660	Guidelines for AIDS/HIV Infections & Other Communicable Diseases
CFS-0872A	Information for Foster Parents - Part A (<i>family-operated facilities only</i>)
CFS-0872B	Information for Foster Parents - Part B (<i>family-operated facilities only</i>)
CFS-0909	Fire Inspection - Group Foster Homes
DMT-0974	Instructions for Completing Budget/Claim Forms to Recover Federal Foster Care Funds
DMT-0975	Federal Reimbursement Budget – Schedule A
DMT-0977	Operating Statement – Schedule B
DMT-0978	Rate Computation Report – Schedule C
DMT-0979	Physical Plant Utilization Square Footage Allocation – Schedule D
DMT-0982	Allocation of Expenses by Function – Schedule E
CFS-2022	Ordering Information – Inquiry Packets
PFS-2010	Foster/Treatment Foster and Family-Operated Group Home Insurance Program
CFS-2114	Continuing Education Record – Independent Reading / Video Viewing
CFS-2142	Staff Continuing Training Record - Child Welfare Programs
CFS-2146	Serious Incident Report
CFS-2198	Foster Parent Insurance Program Damage Claim Checklist
CFS-2261	Caregiver Background Check Substantially Related Investigation Report
CFS-2338	Medication Administration Record – Group Foster Homes for Children
CFS-2378	Policy / Procedure Checklist – Group Foster Homes for Children
CFS-2379	Medical Services Consent – Child Welfare Facilities
CFS-2380	Staff Orientation Requirements – Group Foster Homes
CFS-2381	Resident Orientation Requirements
CFS-2382A	Intake Information – Group Foster Home Resident
CFS-2382B	Intake Information– Group Foster Home Resident Under Age 6
CFS-2384	Fire Safety and Emergency Response Documentation – Group Foster Homes
CFS-2430	Assessment, Treatment Plan and Discharge Plan – Group Foster Homes
PFS-4075C	Background Check Information Schedule – GFH, SC, and RCC
PFS-4088	Use of 10+ Passenger Vans to Transport Children to and From Schools
PFS-4099	Ordering Information Licensing Rule Books, Annotated Rule Books and Commentary Manuals
PFS-4100	Personnel Requirements – Group Foster Homes for Children
DDE-6100	Client Rights Limitation or Denial Documentation
DOA-6448	W-9 Taxpayer Identification Number Verification
F-82064	Background Information Disclosure