


STATE OF WISCONSIN
 Department of Children and Families
 Division of Safety and Permanence

To: Area Administrators/ Human Services Area Coordinators
 Bureau Directors
 Child Placing Agency Directors
 Child Welfare Agency Directors
 County Departments of Community Programs Directors
 County Departments of Developmental Disabilities Services Directors
 County Departments of Human Services Directors
 County Departments of Social Services Directors
 Indian Child Welfare Directors
 Section Chiefs/Licensing Chiefs
 Tribal Chairpersons/Human Services Facilitators

From: Cyrus A. Behroozi 
 Administrator

Re: DCF43 Pre-Service Training Programmatic Exemptions for Social Work graduates

This memo serves as notification that graduates from the Social Work programs listed below have received an exemption from the Division of Safety and Permanence from the DCF 43.04, regarding completion of pre-service training for child protective services caseworkers .

BACKGROUND

DCF 43.04 requires the following:

“each individual who is employed as a child protective services caseworker shall complete pre-service training. The web-based portion of the pre-service training shall not exceed 40 hours. The guided activities within the curriculum are not part of the web-based portion of pre-service training. If the caseworker receives pre-service training in a format that is approved by the department under par. (d), the caseworker may complete the curriculum in the time specified by his or her employing agency.

(b) The employing agency shall enter the date on which each caseworker completes pre-service training, or the date on which the employing agency exempts the caseworker from pre-service training under s. HFS 43.06 (1) in the training section of the statewide automated child welfare system within 5 working days after the training is completed or the exemption is granted.

(c) A child protective services caseworker who has completed pre-service training required under par.(a) may provide child protective services and be entered into the statewide automated child welfare information system as a primary caseworker. A child protective services caseworker who has not completed the training required under par.(a) may only provide child protective services under the direction of a child protective services supervisor or experienced child protective services worker, and only be entered in the statewide automated child welfare information system as a secondary caseworker.”

DOCUMENTATION

With this programmatic exemption, graduates from these programs may be designated as a primary worker in eWisACWIS upon their hire date. The agency may enter the exemption as follows:

From the eWisACWIS desktop click “maintain”, then “worker”
 On the “Worker” screen, select the “Individual Training History” tab
 Enter the hire date in the field “Begin date of Child Welfare Employment in Wisconsin”
 Enter the hire date in the field “Pre Service Completion Date”

The agency is responsible for maintaining documentation in the worker's personnel file that they are, in fact, a graduate of an exempted program. (Graduates from these programs will receive a letter from their University that may be used for this purpose).

University Programs receiving exemption from DCF 43.04:

University of Wisconsin-Madison
School of Social Work
Degree: MSW
Effective Date: December 2008

University of Wisconsin-Green Bay
Social Work Professional Program
Degree: BSW and Collaborative MSW with UW Oshkosh
Effective Date: May 2009

REGIONAL CONTACT: Area Administrator

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MEMO WEB SITE: <http://dcf.wisconsin.gov/memos>

Infomemo/dsp/2009/DCF 43 pre-service training social work graduates.doc