

STATE OF WISCONSIN
Department of Health and Family Services
Division of Children and Family Services

DCFS Memo Series 2007 - 20
January 7, 2008
Re: Requirement to Notify Agency
When a Client Moves to a
New County

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
Licensing Chiefs/Section Chiefs
Tribal Chairpersons/Human Services Facilitators

From: Reggie Bicha 
Administrator

In the last legislative session, 2005-2006, a change was made to s. 48.57(2m), Stats., which requires that a county department, as soon as is practicable after it learns that a client to whom the county is providing services has moved to a new county, must notify the new county or, in the case of Milwaukee County, the Bureau of Milwaukee Child Welfare, of the person's change in residence. The notice must include a brief written description of the services offered or provided to the person by the original county, and the name, telephone number, and e-mail address of a person in that county to contact for more information.

This requirement applies to clients who receive services from the county department as described under s. 48.57(1), Stats. Notice must be provided to the new county of residence even if the original county of residence is not seeking any assistance, involvement, or change of venue from the new county agency. The statute does not require that the original county of residence search out a person or family receiving services when the agency learns they have moved. For cases involving court orders, a change of venue may be pursued once the client has established residency in a new county for six months as set forth in s. 48.185(2), Stats.

If the original county of residence learns that a client has moved to a new county and agency staff make a child protective services report or a referral for services using a Services Intake which includes a description of services offered or provided to the family to the new county of residence, the agency is in compliance with the requirements of s. 48.57(2m), Stats. This will cover many families under a court order.

If the agency in the original county of residence does not make a child protective services report or referral for services to the new county agency, notice must still be given. The reporting agency may use the form linked below or another form consisting of the same information, to notify staff of the child welfare program in the new county of residence that the person or family receiving services has moved to their county. The original county staff should telephone the new county agency, ask to speak to Access staff, and alert that staff that the family has moved, and that a change of county of residence form will be e-mailed or faxed to the new county. The staff should then e-mail or fax the change of county of residence form to the new county's Access staff. This will document for both agencies that the required information has been provided.

REGIONAL OFFICE CONTACT: Area Administration

CENTRAL OFFICE CONTACT:

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

Attachment: [CFS-2406 Notice of Client Change of County Residence](#) (PDF, 22 kb)
[CFS-2406 Notice of Client Change of County Residence](#) (Word, 49 kb)

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