

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

DCFS Memo Series 2008 - 12
June 30, 2008
Re: Definition of Missing from Out-
of-Home Care and Documentation
Requirements

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/Indian Child Welfare Directors
Residential Care Centers, Group Homes, and Shelter Care Facilities

From: Reggie Bicha 
Administrator

As part of the federal Child and Family Services Review (CFSR), the Division of Children and Family Services (DCFS) has been working on strategies to improve placement stability and placement reporting accuracy for AFCARS reporting to the federal government. In addition, the new federal requirements for caseworker contact are impacted by accurate documentation of a child's or juvenile's missing from out-of-home care status.

It is critical that the Department or a county agency know the whereabouts of a child or juvenile who has been removed from his or her home under the placement and care responsibility of the Department or a county agency. When the whereabouts of a child or juvenile living in an out-of-home care setting are unknown, the safety, permanence, and well-being of that child or juvenile cannot be assured. When children or youth are missing from out-of-home care, they are vulnerable and at risk of additional emotional and physical trauma. Thus, measures to locate the child or juvenile, communicate with critical individuals and agencies involved with the child or juvenile, and plan for the child's or juvenile's safe return must be made.

The attached policy was developed by the Out-of-Home Care and Adoption Committee and defines when a child or juvenile is considered to be "Missing from Out-of-Home Care." Additionally, the policy establishes requirements for agency response when a child or juvenile is missing and for documenting the missing status. This policy is effective on December 1, 2008.

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

Attachments: [Children or Juveniles Missing From Out-of-Home Care Policy](#)

[Attachment A: Information Required for Entry into the National Crime Information Center \(NCIC\)](#)

[Attachment B: Resources](#)

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