



Division of Safety and Permanence Child Welfare Licensing Memo Series 2026-21L
Supersedes DCF Child Welfare Licensing Memo Series 2016-22-lic

June 1, 2026

To: DCF/DMCPS Administrator
 DCF Area Administrators
 Child Placing Agency Directors
 Child Welfare Agency Directors
 County Departments of Community Programs Directors
 County Departments of Human Services Directors
 County Departments of Social Services Directors
 Group Home Providers
 Child Placing Agencies
 Residential Care Center Providers
 Shelter Care Providers
 Tribal Chairpersons

From: John Elliott
 Administrator

Re: Disaster Plan

PURPOSE

The purpose of this memo is to notify licensees that there have been changes to the rule numbers related to disaster plans for group homes. Revisions pursuant to Wis. Admin. Code ch. DCF 57 are effective June 1, 2026.

BACKGROUND

Previous Child Welfare Licensing Memo Series 2016-22-lic explained the requirements for disaster plans for group homes, residential care centers, and shelter care providers. Due to revisions pursuant to Wis. Admin. Code ch. DCF 57, the rule citation for group homes related to disaster plans has changed. There have been no changes for residential care centers or shelter care providers regarding disaster plans.

ACTION SUMMARY

Group homes pursuant to Wis. Admin. Code s. DCF 57.40(2), residential care centers pursuant to Wis. Admin. Code s. DCF 52.11(22), and shelter care providers pursuant to Wis. Admin. Code s. DCF 59.06(21)(d), are required to have disaster plans filed with the department. To promote consistency and ensure compliance, the department requires





all agencies to complete the disaster plan on a mandatory form, [DCF-F-5129-E, Disaster Plan](#).

Newly licensed group homes, residential care centers, and shelter care providers must complete a disaster plan and submit it during the initial licensing process. Currently licensed providers should already have a disaster plan filed with the department and must review the disaster plan with all staff members on a quarterly basis and provide updates to the department and placing agency when any change is made.

Disaster plans are scanned and uploaded into eWiSACWIS so that they are available to case managers and licensing staff in the event of a disaster. Any revisions made to the disaster plan should be sent to your assigned licensing specialist to keep the information current and accurate.

For more information or questions, please contact the following:

CENTRAL OFFICE CONTACT: Licensing Section
 Bureau of Permanence and Out-of-Home Care
 Division of Safety and Permanence
 DCFCWLR@wisconsin.gov

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>

Attachments [Wis. Admin. Code ch. DCF 57](#)

[DCF-F-5129-E Disaster Plan](#)