



Division of Safety and Permanence Child Welfare Licensing Memo Series 2026-26L
Supersedes DCF Child Welfare Licensing Memo Series 2026-22L

July 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
 Tribal Social Service/Indian Child Welfare Directors
 Child Placing Agencies
 Residential Care Center Providers
 Shelter Care Providers
 Tribal Chairpersons

From: John Elliott
 Administrator

Re: Exception Requests and Shelter Care Extensions

PURPOSE

This memo provides information regarding the submission of exception and shelter care extension requests, previously addressed in Child Welfare Licensing Memo 2026-22L.

BACKGROUND

All licensees are required to timely request any necessary rule exceptions and shelter extensions on a form prescribed by the department.

INFORMATION SUMMARY

Exception Requests

The process for submitting exception requests remains unchanged.

All requests for exceptions pursuant to Wis. Admin. Code [ch. DCF 52](#), [ch. 54](#), [ch. 57](#), and [ch. 59](#), must include a justification for the exception and, where applicable, an alternative that meets the intent of the rule. Requests can be made by submitting the



following forms, as applicable:

- Child Welfare Request for Exception, [DCF-F-5023-E](#)
- Child Welfare Request for Exception – Age, [DCF-F-5085](#)

All exception requests must be submitted to the department using the web-based form available at: <https://dcf.wisconsin.gov/cwlicensing/exceptionrequest>.

Upon successful submission, the department will email confirmation to the address provided on the form. Providers should retain this confirmation for their records.

Shelter Care Extensions

The process for submitting shelter care extension requests remains unchanged.

All shelter care extension requests must be submitted to the department using the web-based form (DCF-F-2601-E) available at:
<https://dcf.wisconsin.gov/cwlicensing/exceptionrequest>.

Upon successful submission, the department will email confirmation to the address provided on the form. Providers should retain this confirmation for their records.

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>