



201 East Washington Avenue, Room E200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8787
Fax: 608-422-7158

Governor Tony Evers
Secretary Emilie Amundson
Division of Safety and Permanence

REQUEST FOR GROUP HOME NEEDS DETERMINATION

Instructions: Prior to receiving a new group home application an applicant must submit a needs determination request to the Department. Review the administrative rule language below and submit the required Need Determination documents for approval. Once you have received a Need Determination approval letter from the Department, you will receive instructions on how to obtain a group home application. Please contact the DCFCWLNedsDetermination@wisconsin.gov if you have any further questions.

STEP 1: Review the Administrative Rule:

DCF 57.485 Determination of need.

- (1) NEED DETERMINATION BEFORE LICENSE APPLICATION. No person may apply for a license to operate a new group home or for an amendment to a license that would increase the bed capacity of an existing group home until the department has reviewed the need for the additional placement resources that would be made available by the issuance or amendment of the license and has certified in writing that a need exists for the proposed additional placement resources.
- (2) DOCUMENTATION OF NEED. An applicant for a determination of need under sub. (1) shall submit all of the following documents to the department:
 - (a) A statement of support by one or more counties, the Division of Milwaukee Child Protective Services (DMCPS), or the department of corrections stating that the proposed additional placement resources are needed.
 - (b) A detailed description of the why there is a need for this particular group home and any facts that support the applicant's assertion for that need.
 - (c) A detailed plan for the operation of the proposed group home that includes all of the following:
 1. The number, sex, and age range of the children to be served.
 2. The type of needs or disabilities of children to be served.
 3. Number of staff listed by job title, degree or certification, and full-time or part-time status.
 4. A description of the proposed program and treatment goals.
 5. The location of the group home and a drawing of the layout of the physical plant.

(3) DEPARTMENT DETERMINATION.

- (a) The department shall review an applicant's documents for completeness and may ask the applicant for additional information that the department considers necessary to make the determination of need.
- (b) Within 90 days after the date on which the department received all required documents and information from an applicant, the department shall send written notice of its determination of need to the applicant. The notice shall state the specific reason for the determination. If the department determines that the proposed additional placement resources are needed, the notice shall be accompanied by the department's certification of need.
- (c) The department shall consider an application that remains incomplete for a 90- day period after receipt of any documentation to be withdrawn.

STEP 2: Submit the required Need Determination documents: Send all of the documents outlined in DCF 57.485(2)(a), (b) and (c)1-5 electronically to the following email address: DCFCWLNeedsDetermination@wisconsin.gov.

Additional Relevant Information:

- A Need Determination approval letter only allows an applicant to apply for a group home license. It does not guarantee that the department will issue a license nor does it guarantee any placements.
- **Milwaukee County Group Homes Only** - Group homes intending to contract with the Division of Milwaukee Child Protective Services (DMCPS) must include a letter of support from DMCPS with the Need Determination documents. **(The letter from DMCPS under DCF 57.485(2) (a) is only one item in the Need Determination approval request. You must also submit DCF 57.485(2)(b), (c)1-5. Contact the Out of Home Care Liaison from DMCPS at (414) 343-5832 regarding to obtain a letter of support from DMCPS.**
- The physical plant layout under DCF 57.485(2)(c)5 must include the measurements and usage of each room in the group home.
- The bedroom square footage is a minimum of **80 square feet for one resident** per DCF 57.40(6)4.a. If two residents are sharing a bedroom, the room must be at least **120 square feet** per DCF 57.40(6)4.a.
- The common living space in a group home, which includes bedrooms, living room and kitchen must be **at least 200 square feet per resident** per DCF 57.40(6). (For example, if you want to serve five residents, there must be at least 1000 square feet of common living space.)
- **Only two residents are allowed per bedroom** per DCF 57.33(5).