

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

DCFS Memo Series 2001 -11  
July 2, 2001  
Re: NOTIFICATION OF FOSTER HOME  
AND TREATMENT FOSTER HOME  
LICENSURE AND PLACEMENT

To: Area Administrators/Assistant Area Administrators  
Bureau 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  
Licensing Chiefs/Section Chiefs  
Tribal Chairpersons/Human Services Facilitators

From: Susan N. Dreyfus  
Administrator

Under s. 48.62(3), Stats., licensing agencies are required to notify the clerk of the school district in which a foster or treatment foster home is located of the licensure of that facility. Under s. 48.64(1r), Stats., placing agencies are required to notify the clerk of the school district in which a foster home, treatment foster home or group home is located of the placement of a child in that facility. This is of great importance because schools are required to provide a range of services to these children based on their individual needs.

The notification of placement form should be provided to the school when a child aged 2 years or older is placed.

The following forms are used:

CFS-2187	Foster Home Licensure Notification
CFS-2189	Foster/Group Home Child Placement Notification

As indicated on the forms, it is not mandatory that these specific forms be used, but the school district must be provided with all of the information contained on the forms. I appreciate your cooperation with this important notification.

REGIONAL OFFICE CONTACT: Area Administrator

CENTRAL OFFICE CONTACT: Out-of-Home Care Specialist  
Division of Safety and Permanence  
(608) 422-6937

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