

To: Area Administrators/Human Services Area Coordinators  
DCFS/DDES/DHCF Bureau Directors  
Child Placing Agencies  
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  
DCFS/BRL Licensing Chiefs/Section Chiefs/Program Office Directors  
Tribal Chairpersons/Human Services Facilitators

From:  Burnie Bridge   
Administrator

This memo was developed in response to Item K. in the Program Enhancement Plan, Wisconsin's response to the federal Child and Family Services Review, which addresses service and support needs of foster parents. The purpose of this memo is to highlight current statutory requirements for supportive services for foster parents in a child's permanency plan, provide direction about where information about support plans and services should be included in a permanency plan, and give examples of support services that may be included in the permanency plan. In addition, two examples of support plan documents are attached to this memo for agencies to use as a reference when considering the development or use of distinct, separate support plans with their foster families.

### **Statutory Requirements**

The requirement for supportive services to be provided for foster families currently exists in s. 48.38(4), Stats. which states that the permanency plan shall include:

"(f) A description of the services to be provided to the child, the child's family, and the child's foster parent, the child's treatment foster parent... to carry out the dispositional order, including services planned to accomplish the following:

1. Ensure proper care and treatment of the child and promote safety and stability in the placement.
2. Meet the child's physical, emotional, social, educational, and vocational needs.
3. Improve the conditions of the parent's home to facilitate the safe return of the child to his or her home, or, if appropriate, obtain an alternative permanent placement for the child."

### **Supportive Services Documentation**

The Services section of the permanency plan is the most appropriate place to document supportive services to the foster parents. The goal of the Services section is to "Identify and describe services to be provided in the next six months to achieve the goal(s) of the Permanency Plan, including the name and address of the provider for each service, the recipient of the service, the concern(s) the service addresses and the desired outcome of the service." While it is not specifically stated that information about services to foster parents must be documented in this section, a description of services to a child's foster family must be included in some form in the permanency plan as required by s. 48.38(4)(f), Stats.

Agencies may want to develop specific support plan documents to assure that the agency and foster parents understand the provision of support services and the outcomes associated with those services. The last page of the Foster Family Assessment form (CFS-2121) includes a one-page Immediate Support

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#### Document Summary

The purpose of this memo is to highlight current statutory requirements for supportive services for foster parents to be included in a child's permanency plan.

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Plan that can be used with foster families to document support needs or services and includes the basic information required in the permanency plan.

**Examples of Service and Support Plan Content**

Services provided to a foster parent to achieve the goals identified in s. 48.38(4)(f), Stats., may include, but are not limited to, respite care, mentoring with other foster families, formalized support programs, primary care team meetings, specialized training resources or additional localized support programs or services.

In addition, two support plan documents are attached to this memo for your reference. The Out-of-Home Care Support Plan (CFS-2131) provides an outline for agencies to document more specific information about the strengths of a foster family, areas needing improvement, services that will be provided, and expected outcomes. The Out-of-Home Care Support Plan Evaluation/Revision (CFS-2130) provides agencies with a form to evaluate the plans or services provided in the original Out-of-Home Care Support Plan and provide any additional services needed for a foster family. If an agency has created or developed a separate support plan document with a foster family, that document can be attached to the permanency plan to meet the statutory requirement.

Both the Out-of-Home Care Support Plan and the Out-of-Home Care Support Plan Evaluation/Revision can be accessed on the Division of Children and Family Services' forms listing at <https://dcf.wisconsin.gov/forms>

As required in the PEP, DCFS is also releasing an Informational Memo with an attached report that describes service and support needs of foster families as expressed by the foster families themselves and staff who work with them. Please visit the DCFS Informational Memo web site at [http://www.dhfs.state.wi.us/dcfs\\_info/infomemos/index.htm](http://www.dhfs.state.wi.us/dcfs_info/infomemos/index.htm) to access the memo and read about what specific services or resources foster families in our state report as needed.

For more information about the Program Enhancement Plan and Child and Family Services Review, please visit the Division of Children and Family Services' web site at: <https://dcf.wisconsin.gov/cfsr>

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

Attachments: Out-of-Home Care Support Plan (CFS-2131)  
<https://dcf.wisconsin.gov/files/forms/doc/cfs2131.docx>

Out-of-Home Care Support Plan Evaluation/Revision (CFS-2130)  
<https://dcf.wisconsin.gov/files/forms/doc/2130.docx>