

STATE OF WISCONSIN
Department of Children and Families
Division of Safety and Permanence

To: Area Administrators/ Human Services Area Coordinators
Bureau Directors
Child Placing Agency Directors
Child Welfare Agency 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
Group Home Providers
Indian Child Welfare Directors
Private Child Placing Agencies
Residential Care Center Providers
Section Chiefs/Licensing Chiefs
Shelter Care Providers
Tribal Chairpersons/Human Services Facilitators

From: Cyrus A. Behroozi 
Administrator

Re: Levels of Care Foster Care Licensing Initiative

As provided in the biennial budget (2009 Wisconsin Act 28) and the promulgation of the Emergency Rules for Foster Care and Kinship Care, the Levels of Care Foster Care Licensing Initiative became effective January 1, 2010. As a result, the Division has created a number of tools to assist counties, tribes, and Child Placing Agencies with the changes to both the Foster Care and Kinship Care programs.

Forms and Publications

The following forms and publications have been created or updated to assist licensors across the state:

- Ch. DCF 56 “Foster Home Care for Children”, DCF-P-PFS 131 - available for print order
<https://dcf.wisconsin.gov/forms>
- Ch. DCF 56 “Foster Home Care for Children”, DCF-P-PFS 131A - (annotated) – online only
<https://dcf.wisconsin.gov/forms>
- Foster Care License – available for print order only
- Joint Foster Care and Kinship Care Application, (WORD) DCF-F-2483-E
<https://dcf.wisconsin.gov/forms>
- Joint Foster Care and Kinship Care Application, (PDF) DCF-F-2483-E
<https://dcf.wisconsin.gov/forms>
- Relative Caregiver Licensing Decision, (WORD) DCF-F-2479-E
<https://dcf.wisconsin.gov/forms>
- Becoming Licensed as a Foster Parent When Caring for a Family Member, DCF-P-4092
<https://dcf.wisconsin.gov/publications>

Each document is attached at the end of this memo.

Requesting Assistance with Conversion

The Division has created regional assistance for county agencies to request assistance in the conversion process for Court Ordered Kinship Care families seeking foster care licensure. The Scope of Work and

Request Form are attached at the end of this document.

Technical Assistance

The Division is committed to continuing to provide technical assistance regarding the Levels of Care Foster Care Licensing Initiative and the changes to both the Foster Care and Kinship Care programs.

Webcasts

To this end, the Division will be hosting monthly webcasts regarding a specific topic related to the first phase of the initiative. Agency staff across the state will be able to view the webcasts from their office computers and submit questions prior to and during the webcasts. State staff involved in the webcasts will provide a brief presentation about the specific topic and spend a significant portion of time responding to questions received. The first webcast will focus on the court process. Other topics will be announced one week prior to the webcast based on questions received. The webcasts are scheduled as follows:

- March 25, 2010 (Court Process)
- April 7, 2010
- May 12, 2010
- June 16, 2010
- July 14, 2010

A new section has been added to the DCF website on the Foster Care page for the Levels of Care Initiative. Three days prior to each webcast, the URL and directions to participate in each webcast will be posted on this new page, under "Upcoming Trainings." Under this section you will also find the email address to submit questions prior to each webcast. The URL for the Levels of Care Initiative page is: <https://dcf.wisconsin.gov/loc> Other resources pertaining to the initiative can be found here as well.

Ch. DCF 56 Trainings

In addition, two trainings on Ch. DCF 56 Administrative Rule are scheduled for April 6th, and April 19-20th. The two-day session is for individuals who have not completed a prior training and the one-day session is for those who have previously been trained. To sign up for the training contact the Southern Child Welfare Training Partnership: <http://wcpds.wisc.edu/index.htm>

REGIONAL OFFICE CONTACT: DCF Area Administrator

CENTRAL OFFICE CONTACT: Out of Home Care Section Chief
Division of Safety and Permanence
Bureau of Permanence and Out of Home Care
608-422-6930

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

Attachments: Scope of Work for State Assistance

Scope of Work
State Staff Assistance
Levels of Care Foster Care Licensing Initiative

State staff may assist counties in the conversion of court ordered Kinship Care families in the transition to the Levels of Care Foster Care Licensing. The participation of the state staff will be limited to the staff time available in each of the three adoption regions. State staff that may be available include State Permanency Consultants (SPC) and State Licensing Liaisons.

Priority of Graduated Foster Care Licensing assignments will be determined by the following criteria:

- ❖ Kinship homes located out of the responsible county or Tribal geographic location.
- ❖ Kinship homes in counties when the number of homes that need to be licensed, under the Levels of Care Foster Care Licensing Initiative exceeds the capacity of county staff to complete.

County or Tribal staff will be responsible to partner in this initiative and complete the following activities:

1. Complete an application to the DSP requesting assistance.
2. Complete a referral packet, forward to the assigned State staff, and give a secondary assignment the State staff member to the case in e-wisacwis.
3. Complete the necessary e-WiSACWIS data entry and issue the license, following the completion of the study and positive licensing recommendation from the State staff.

The State staff member will complete the any of the following activities as requested:

1. Provide an information packet and receive a completed application from the prospective foster family.
2. Conduct an interview with the applicant and ascertain their interest in pursuing foster care licensing.
3. Complete the Foster Care Licensing checklist.
4. Review the background checks and references as appropriate.
5. Review the questionnaires and meet with the prospective family as necessary to gather information to complete the Resource Family Assessment (RFA).
6. Following the completion of the RFA, finalize the home study documentation.
7. Make a licensing recommendation to the appropriate county or tribe following the licensing process.