



wisconsin department of
children & families

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December 13, 2011

Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence

Child Welfare Licensing Memo Series 2011-11L

To: Private Child Placing Agencies

From: Ron Hermes
Bureau Director

RE: New DCF 56 and Contact Requirements

The purpose of this memo is to clarify the requirements of foster parent contact and foster child contact with private adoption agencies in the new DCF 56, Foster Home Care for Children that went into effect September 1, 2011. Memo DSP Memo Series 2011-10 Levels of Care Foster Care Licensing provides information on the permanent rule. The memo is attached. There has been some confusion regarding the number and type of contacts that is required in the new DCF 56. To clarify, all licensed private adoption agencies are required to follow DCF 56 regarding contacts with foster children, including children placed for the purpose of adoption, and foster parents for all of their licensed foster homes.

The following are the required contacts for contacts with foster children and foster parents:

Contacts Requirements for Level 1 & 2 Foster Parents (DCF 56.18(1)(a)):

- A licensing agency, supervising agency, or placing agency shall have at least one contact per month with a foster parent who operates a foster home. The contact may be in person, by an interactive electronic format.

Contact Requirements for Level 1 & 2 Foster Child (DCF 56.19(1)(a)):

- A licensing agency, placing agency, or supervising agency shall have at least one in-person contact with a child each full calendar month that the child is placed in a foster home Level 1 or 2 certification. More than 50% of the agency in-person contacts with a child between October 1 of one year and September 30 of the following year shall be in the child's foster home.

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The Department has also updated the following forms to meet the new requirements in DCF 56:

1. DCF-F-CFS0369 (R. 11/2011) - **Personnel Record Checklist – Child Placing Agencies-** <https://dcf.wisconsin.gov/forms>
2. DCF-F-CFS0380 (R. 11/2011) - **Child Placing Agency Foster Child Record Checklist-** <https://dcf.wisconsin.gov/forms>
3. DCF-F-CFS0381 (R. 11/2011) - **Foster Home Record Checklist – Child Placing Agencies-** <https://dcf.wisconsin.gov/forms>

**All of the Department forms can be found at the following address:

<https://dcf.wisconsin.gov/forms>

If you have any further questions or comments, please contact your licensing specialist.

REGIONAL OFFICE CONTACT: DSP Area Administrator

CENTRAL OFFICE CONTACT: Child Welfare Licensing Program Specialist
Division of Safety and Permanence
262-446-7856

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

Attachment: DSP Memo Series 2011-10- Levels of Care Foster Care Licensing
<https://dcf.wisconsin.gov/cwportal/policy>