


To: DCF Area Administrators  
Child Placing Agency Directors  
Child Welfare Agency Directors  
County Departments of Community Programs Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Group Home Providers  
Tribal Social Service/Indian Child Welfare Directors  
Private Child Placing Agencies  
Residential Care Center Providers  
Shelter Care Providers  
Tribal Chairpersons

From: Fredi-Ellen Bove   
Administrator

Re: Joint Court Ordered Kinship and Foster Care Application

## **PURPOSE**

Beginning October 1, 2012, the DCF-F-2483-E, the Joint Court Ordered Kinship Care, and Foster Care Application will be required for use by all counties managing the Kinship Care program. Previously the use of this form was voluntary. This memo supersedes the voluntary use of this form mentioned in Info Memo 2010-03.

## **BACKGROUND**

Recently, there has been a rise in the number of requested hearings to the Division of Hearing and Appeals related to applications for court ordered Kinship Care. To clarify the timelines between approval of Kinship Care and completion of a Foster Care application, the Department is requiring that the joint Kinship Care and Foster Care application be used.

## **POLICY AND PROCEDURE REQUIREMENTS**

County staff administering the Kinship Care program must now use the joint application when accepting applications from court ordered Kinship Care applicants. The new form still incorporates requirements for Kinship Care and Foster Care; Part A is information required to begin the Kinship Care payment and Part B is the rest of the paper application for Foster Care. Agencies may require additional information to complete Foster Care applications. The applicant has 45 days from the time Part A is completed to provide all of the information required by the licensing agency for a completed Foster Care application. A completed Foster Care application includes all information per Ch.DCF 56.05 Admin Code needed to complete the background checks, interviews, and physical inspection of the home. If the Kinship Care applicant does not complete Part B of the Foster Care application within 45 days, the agency shall find the applicant to be in non-compliance with s.48.57 (3m) (am) 1.Wis. Stats. and Ch. DCF 58.04(1) Admin. Code and shall proceed with termination of payment under 58.08(1)(b). The applicant shall receive a written explanation of the right to appeal the decision and will have 45 days to request a hearing from the Division of Hearing and Appeals. If the applicant was receiving a Kinship Care payment prior to termination and requests a hearing within 10 days of the termination notice, payments will continue until a final decision is issued on the appeal.

## **eWiSACWIS DOCUMENTATION**

There are no changes to eWiSACWIS for this issue. Since Part A begins the Foster Care application process, the 'date application was provided' to the applicant shall be the date Part A is given to the applicant.

### **ACTION SUMMARY**

This will be in effect for all new applicants from October 1, 2012 forward.

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

Kinship Care Coordinator  
Division of Safety and Permanence  
Bureau of Permanence and Out of Home Care  
608-422-6921

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

Attachment: Joint Court Ordered Kinship Care and Foster Care Application, DCF-F-2483-E  
<https://dcf.wisconsin.gov/forms>