



wisconsin department of
children & families

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Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence

October 8, 2012

Child Welfare Licensing Memo Series 2012-17L

To: Private Child Placing Agencies
Residential Care Center Providers
Group Home Providers

From: Ron Hermes 
Bureau Director

RE: **Policy and Procedure Checklists for Private Child Placing Agencies, Group Homes, and Residential Care Centers for Children and Youth**

This memo will replace Child Welfare Licensing Memo Series 2012-08 which was issued on July 19, 2012 and addresses the size of the document(s) that can be shared electronically via e-mail with the Department. On January 1, 2012 new permanent rules went into effect for private child placing agencies, group homes and residential care centers implementing the new requirements for rate regulation along with other minor changes and clarifications of the administrative rules. The Child Welfare Licensing Section has updated the policy and procedure checklists to reflect these changes. The policy checklist is a required part of the license application process. All providers must submit a new policy and procedures checklist to reflect the changes in administrative rules for their agency along with a complete set of agency policies and procedures.

Due to size limit availability, documents sent electronically can not be larger than 15 MB. If your policies and procedures exceed this capacity, please break up the documents into 2 or more emails. When an email document is sent to your licensor and it exceeds the 15 MB size limit, the licensor will not receive the document. The licensor and the facility will not receive any notification that the email was sent or was not received. Please ensure that your documents do not exceed 15 MB by checking the size of the document prior to sending. Licensors will respond back to the provider confirming that they have received your policies and procedures to avoid any confusion.

Group Homes

The policy and procedure checklist for group homes shall be submitted to your licensing specialist by October 19, 2012.

Residential Care Center

The policy and procedure checklist for residential care centers shall be submitted to your licensing specialist by October 19, 2012.

T 608.266.8787 F 608.266.5547 dcf.wi.gov

Child Placing Agencies

The policy and procedure checklist for child placing agencies shall be submitted to your licensing specialist by October 19, 2012.

All agencies should submit their complete set of policies and procedures with the policy and procedure checklist. All policies and procedures shall be submitted by e-mail to their assigned licensing specialist.

The policy and procedure checklist can be accessed from the attachments at the bottom of this memo. The policy and procedure checklist can also be found at <https://dcf.wisconsin.gov/forms>

If you have any questions regarding the policy and procedure checklist, please contact your licensing specialist.

REGIONAL OFFICE CONTACT:

DSP Area Administrator

CHILD WELFARE LICENSING
SECTION CONTACT:

Child Welfare Licensing Program Specialist
Division of Safety and Permanence
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Forms can be found at <https://dcf.wisconsin.gov/forms>

Residential Care Center Policy / Procedure Checklist, DCF-F-CFS2168

Policy Procedure Checklist - Group Homes for Children, DCF-F-CFS2378-E

Policy - Procedure Checklist - Child Placing Agency, DCF-F-2850-E