



201 East Washington Avenue, Room E200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8787
Fax: 608-266-5547


Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence

February 13, 2014

Child Welfare Licensing Memo Series 2014 – 02L

To: Child Placing Agencies

From: Ron Hermes 
Bureau Director

RE: Continuation Application Due Dates

The purpose of this memo is to clarify the time frame for a licensed Child Placing Agency to submit to the Department its license continuation application.

Under current state statute 48.67(5), in order to continue a child welfare agency license for an additional two years, a child welfare agency must submit an application for continuance of its license to the Department at least 30 days prior to the continuation date of the license. However, the Child Placing Agency administrative rule, DCF 54, requires a continuation application by a child welfare agency to be submitted to DCF at least three weeks prior to the expiration of the license.

This memo is to notify all Child Placing Agencies that state statute 48.67(5) takes precedence over DCF 54. Therefore, all Child Placing Agency continuation applications are required 30 days prior to the continuation date of the license.

Questions regarding this policy can be directed to your licensing specialist.

CHILD WELFARE LICENSING SECTION CONTACT:

Child Welfare Licensing Program Specialist
Division of Safety and Permanence
Bureau of Permanence and Out of Home care
(262) 446-7856

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