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Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence

April 15, 2015

Child Welfare Licensing Series Memo 2015 –01L

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

From: Ron Hermes 
Bureau of Permanence and Out-of-Home Care

RE: Civil Rights Compliance

Purpose

The purpose of this memo is to clarify the responsibilities of providers to comply with state and federal civil rights requirements that apply to recipients of federal and state funds.

Background

The Department of Children and Families (DCF), in cooperation with the Departments of Health Services (DHS) and Workforce Development (DWD), has a process for primary recipients and sub-recipients of public funds to submit a letter of assurance for civil rights compliance, and depending on the size of the agency, complete a civil rights compliance plan. Licensed child welfare providers that receive funds from county human service departments, the Bureau of Milwaukee Child Welfare (BMCW), and other purchasers of residential care are sub-recipients of public funds and must submit a letter of assurance.

Introduction

The civil rights compliance (CRC) letter of assurance (LOA) is done for a four-year period, with the current CRC period covering January 1, 2014 through December 31, 2017. It has been brought to the attention of the Child Welfare Licensing Section that a number of providers have not submitted a CRC LOA for the 2014 - 2017 period. **The civil rights compliance letter of assurance must be submitted to the DCF Civil Rights Unit and to all other purchasers of care for their records.**

Who Must File a CRC Letter of Assurance?

All licensed residential care providers, child placing agencies, group homes, and shelter care facilities, regardless of size, that received public funding in 2014 must submit a CRC LOA to the DCF Civil Rights Unit. All newly licensed residential care providers, child placing agencies, group homes, and shelter care facilities, regardless of size, that has or will receive public funding for 2015, must submit a LOA for the current CRC period.

Who Must File a CRC Plan?

The CRC plan requirement is only applicable to agencies that receive **\$50,000 or more** of public funds from all sources **and** have **50 or more** employees.

- Many residential care centers and child placing agencies meet the **\$50,000 and 50 or more** employee thresholds for having a CRC plan.
- Agencies meeting the thresholds above must **complete** a CRC plan that must be kept on file in the agency, and made available to DCF and other purchasers of care upon request. (The Department is not requesting that plans be submitted at this time.)

In the CRC plan, agencies are required to identify the types of clients served and strategies for how the agencies will address the needs of clients with Limited English Proficiency (LEP).

Information about the CRC LOA and plan instructions is available on the DCF website:

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

On December 9, 2013 a webcast was conducted by DCF with the DHS and DWD to explain the CRC requirements. Agencies can view this webcast for instruction of how to complete the CRC LOA and, if applicable, CRC plan: <https://dcf.wisconsin.gov/civilrights/training>

All providers that have not previously submitted a CRC LOA must submit a CRC LOA to the DCF Civil Rights Compliance Unit, by **June 15, 2015 if you received public funding in 2014. CRC plans do not need to be submitted at this time.** CRC LOAs should be emailed to DCF Equal Opportunity Officer at DCFCivilRights@wisconsin.gov.

If you know your agency has submitted a CRC LOA for the 2014-2017 period you may disregard this memo. If you are unsure that your agency has submitted a LOA for the period, or if your agency needs technical assistance, you may contact DCF Equal Opportunity Officer at DCFCivilRights@wisconsin.gov or (608) 422-6889.

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