


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: Reimbursement for SAFE Home Study Assessment Training Registration Costs

## PURPOSE

The purpose of this memo is to inform all county and private child placing agencies that the Division of Safety and Permanence will reimburse agencies for the registration costs for attending the SAFE home study assessment trainings scheduled for 2016.

## BACKGROUND

As described in the DSP Numbered Memo Series 2016-04: Standardized Assessment for the Home Study Process in Foster Care Licensure and Adoption Approval, 2015 WI Act 378 requires DCF to establish a standardized assessment, commonly referred to as a "home study", for licensing a home for foster care and approval of adoption. This requirement applies to all county and private child placing agencies. The Department has established the use of the SAFE home study assessment as the standardized assessment tool.

Use of the SAFE home study assessment requires that anyone who will be administering, approving, and supervising the SAFE home study attend mandatory training. The required SAFE trainings are as follows: Two-Day Initial SAFE Training and SAFE Supervisors Training. Additionally, supervisors and caseworkers may attend an optional SAFE Booster Training.

## INFORMATION SUMMARY

Typically, there are registration fees administered by the Wisconsin Child Welfare Professional Development System (WCWPDS) when caseworkers register for training through PDS Online. The Division of Safety and Permanence (DSP) will pay the registration fees for supervisors and foster care licensing staff to attend the SAFE home study training. If agencies have received an invoice from the WCWPDS for any SAFE home study training that was completed after May 1, 2016, and the agency has paid the registration fees the DSP will reimburse agencies for this cost. The WCWPDS will not invoice agencies for any SAFE home study training completed between May 1, 2016 and October 1, 2016.

CENTRAL OFFICE CONTACT: Out-of-Home Care Specialist  
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MEMO WEB SITE: <http://dcf.wisconsin.gov/cwportal/policy>