September 9, 2016

To: Residential Care Center Providers  
   Group Home Providers  
   Shelter Care Providers

From: Ron Hermes  
      Bureau Director

RE: DISASTER PLAN

The purpose of this memo is to update providers on the new requirements for disaster plans.

Group Homes [DCF 57.06(5)], Residential Care Centers for Children and Youth [DCF 52.11(22)], and Shelter Care Facilities [DCF 59.06(21) (d)] are required to have disaster plans filed with the department. In order to promote consistency and ensure compliance, the department will be requiring all agencies to complete the disaster plan on a mandatory form, DCF-F-5129-E, Disaster Plan.

Agencies must complete their disaster plan and submit it to the DCFMBCWLS@wisconsin.gov mailbox by November 1, 2016.

Disaster plans are scanned and uploaded into eWiSACWIS so that they are available to case managers and licensing staff in the event of a disaster. Any revisions made to the disaster plan should be sent to DCFMBCWLS@wisconsin.gov as they occur to keep the information current and accurate.

If you have any questions, please contact your licensing specialist.

CHILD WELFARE LICENSING  
SECTION CONTACT: Child Welfare Program Specialist  
Division of Safety and Permanence  
Bureau of Permanence and Out of Home Care  
(262) 446-7856

Attachment: DCF-F-5129, Disaster Plan, https://dcf.wisconsin.gov/forms