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Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence

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Child Welfare Licensing Memo Series 2016-22L

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