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Governor Scott Walker
Secretary Eloise Anderson

Division of Safety and Permanence

September 16, 2016

Child Welfare Licensing Memo 2016 - 23L

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

From: Ron Hermes 
Bureau Director

RE: Reasonable and Prudent Parent Standard

The purpose of this memo is to inform licensed providers of the requirements for following the Reasonable and Prudent Parent Standard.

As explained in DSP Informational Memo Series 2016-03 (issued May 2, 2016), 2015 Wisconsin Act 128: Reasonable and Prudent Parent Standard was signed by the Governor on February 4, 2016.

All of out-of-home care providers, which includes all foster parents and the operator (licensee or authorized representative) of a group home, residential care centers for children and youth, and shelter care facility or its designee, must be trained in Reasonable and Prudent Parenting before they implement the standard. If assigning a designee, the designee shall be a manager, supervisor, or a staff member who has been employed at the agency for at least 3 months or 240 hours. **All foster parents, operators and/or designees must be trained prior to September 30, 2016. The Reasonable and Prudent Parenting standard goes into effect on October 1, 2016.** The training can be accessed via the following link:
<https://adoptfoster.adobeconnect.com/a1006691180/p7d7gbk9xog/>

In order to comply with the Reasonable and Prudent Parent Standard, the Department has created requirements which group homes, residential care centers for children and youth, and shelter care facilities must comply with. These requirements will be put into emergency rules in the fall of 2016. As part of the requirements, policies and procedures must be developed and implemented by facilities to comply with the Reasonable and Prudent Parenting Standard once the emergency rule has been implemented. The Department is requiring all group homes, residential care centers for children, and youth and shelter care facilities to submit their policies and procedures electronically to their licensing specialist by **January 31, 2017**.

Child Placing Agencies are also required to follow the requirements as set forth in the DSP Information Memo Series 2016-03, regarding foster homes. Child Placing Agencies must also

submit their policies and procedures electronically to their licensing specialist by **January 31, 2017**.

All agencies should be documenting all Reasonable and Prudent Parenting requests and decisions for each child and who made the decision in the facilities' daily communication log which is shared between employees for each shift. If a Reasonable and Prudent Parenting decision requires written permission from the facility in lieu of a parental or guardian signature, the Reasonable and Prudent Parent Decision Record, DCF-F-5124-E should be completed and kept in the resident's file.

The Department has also created the form Reasonable and Prudent Standard Review, DCF-F-5123-E in order to ensure compliance with the Reasonable and Prudent Parent Standard.

Effective July 1, 2016, forms DCF-F-872A-E, Information for Out-of-Home Care Providers, Part A and DCF-F-872B-E, Information for Out-of-Home Care Providers, Part B is required to be completed and provided with each new out of home care placement. DCF-F-872A will provide information on reasonable and prudent parenting considerations to assist the provider in making decisions.

If you have additional questions, please contact your licensing specialist directly.

**CHILD WELFARE LICENSING
SECTION CONTACT:**

Child Welfare Program Specialist
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Bureau of Permanence and Out of Home Care
(262) 446-7856

Attachments: Provider Requirements of the Reasonable and Prudent Parenting Standard

DSP Numbered Memo Series 2016-03
(<http://dcf.wisconsin.gov/cwportal/policy>)

DCF-F-5123 Reasonable and Prudent Standard Review
(<http://dcf.wisconsin.gov/forms>)

DCF-F-5124 Reasonable and Prudent Parent Decision Record
(<http://dcf.wisconsin.gov/forms>)