



Division of Safety and Permanence Child Welfare Licensing Memo Series 2024-03-Lic

April 1, 2024

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

From: John Elliott
Administrator

Re: Electronic Payments for Licensure, Forfeiture, and Caregiver Background Check fees

PURPOSE

The purpose of this memo is to notify all group home, residential care center, shelter care, and private child placing agency providers that, effective **April 1, 2024**, all fees made to the Department of Children and Families (department) for the purpose of Child Welfare Licensing are encouraged to be submitted electronically. [The Electronic Payment Request - Child Welfare Licensing](#) web form will be the primary method for submission of fee payments for licenses, forfeitures, and Caregiver Background Checks (CBCs).

BACKGROUND

The new process of accepting payments for license, forfeiture, and CBC fees via electronic payment was created to save costs and time for the department and providers, and to modernize forms of payment accepted by the department while protecting personally identifiable and financial information of providers.

INFORMATION SUMMARY

Pursuant to Wisconsin Stat., s. 48.615, all licensed group homes, shelter care facilities, residential care centers and private child placing agencies must submit necessary license, forfeiture, and CBC fees to the department.

Effective **April 1, 2024**, all providers are strongly encouraged to use the electronic payment webform for the payment of mandatory license, forfeiture, and CBC fees.





- The individual submitting the payment must enter their name, their email address and the provider's name on the webform and select the type of fee to be submitted.
- There is an option to enter comments and attach files to the webform; this is for forfeiture slips and repayment information only.
 - Application documents **may not** be submitted on this form.
- After submitting the webform, the individual will be directed to a U.S. Bank website to securely enter electronic payment information.
- Once electronic payment details have been submitted on the U.S. Bank website, the individual should receive an automated email response within 15 minutes of submission.
- If this automated response is not received, please notify licensing staff by emailing DCFCWLSFEE@wisconsin.gov.
- If there are any questions regarding electronic payments, please contact DCFCWLSFEE@wisconsin.gov

If electronic payments are not administratively feasible, please contact CWLS to request alternative payment arrangements.

CENTRAL OFFICE CONTACT: Child Welfare Program Specialist
Bureau of Permanence and Out-of-Home Care
(262)446-7856
DCFCWLSFEE@wisconsin.gov

MEMO WEB SITE: <http://dcf.wisconsin.gov/memos>