



Division of Safety and Permanence      Child Welfare Licensing Series Memo 2025-06-lic  
Rescinds 2018-29-lic

February 25, 2025

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

From: John Elliott  
      Administrator

Re:    Core Competencies for Working with Youth Who Have Been Sex Trafficked

The purpose of this memo is to inform Residential Care Centers for Children and Youth, Group Homes, Shelter Care Facilities, and private Child Placing Agencies of the requirements for training in core competencies related to working with youth who have been sex trafficked and includes an updated link to the training. This memo replaces training requirements specified in Child Welfare Licensing Series Memo 2018-29-lic.

The former Wisconsin Anti-Human Trafficking Task Force developed a set of competencies needed for service providers to serve sex trafficked minors in a trauma-informed, person-centered, and culturally competent manner. The Child Welfare Licensing Section (CWLS) requires that all staff members in Residential Care Centers for Children and Youth, Group Homes, Shelter Care Facilities, and private Child Placing Agencies complete training as specified below:

1. The core competencies training requirement applies to all providers licensed by CWLS.
2. The advanced core competencies training is required for agencies specializing in serving youth who have experienced commercial sexual exploitation or sex trafficking.

### **Core Competencies Requirement**

*Human Trafficking 101: Understanding Child Sex Trafficking in Wisconsin* offered by the Wisconsin Child Welfare Professional Development System is the approved core competencies training. The training is free to DCF-licensed providers and their employees and is available online. New staff must complete this training within three (3) months of hire. Upon completion, individuals will be able to print a certificate of completion, which must be retained in agency personnel files. Individuals are also encouraged to keep a copy for their own records. Licensed social workers are eligible to receive 1.5 continuing education credits (CEUs) for successful completion of this

training. The training must be taken individually to earn CEUs; staff are ineligible to earn CEUs from participating in a group training at an agency.

The core competencies training has been specifically developed for DCF licensed child welfare providers and should not be shared with others.

The core competencies training can be accessed at the following link:  
<https://wcpds.wisc.edu/web-based-courses/human-trafficking-101/>

Contact the Wisconsin Child Welfare Professional Development System via email at [office@wcpds.wisc.edu](mailto:office@wcpds.wisc.edu) if you have any website or accessibility issues with the training website.

### **Advanced Competencies Requirement**

Licensed facilities that specialize in serving youth who have been sex trafficked must provide training to all staff with direct care responsibilities on the advanced core competencies within three months of hire.

The Department has approved the following training that meets the advanced core competencies:

- Ending the Game <https://endingthegame.com/>

Providers may submit a request to their Licensing Specialist to have additional trainings considered for approval to meet the advanced core competencies requirement. CWLS and the DCF Human Trafficking Coordinator will review each training to determine if it meets the training criteria.

If you have any questions, please contact your Licensing Specialist.

CENTRAL OFFICE CONTACT: Child Welfare Program Specialist  
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MEMO WEBSITE: <https://dcf.wisconsin.gov/cwportal/policy>

LINKS: Core and Advanced Core Competencies  
<https://dcf.wisconsin.gov/files/aht/pdf/corecompetencies.pdf>