

Modifying a Provider's Foster Home License

Note: In order to modify a foster home license, you will need an assignment to the provider record.

Note: Modifying a foster home license for an address change does not require the additional licensing actions process. In order to modify a license for an address change, you need to update the Create Physical Address page and that will create a pending license. Once you have updated the Create Physical Address page, skip to step 11. Please see the associated Change a Physical Address user guide.

1. Access the Active-Regular license either from your desktop or from the Home Provider page. From the desktop, click on the Providers tab.

Provider, Foster (9221762)

Provider details:
Foster Home Level 2
License status: Active-Regular
Des: Milwaukee

Provider address:
111 Main
Dairyland, WI 54830 (Brown County)

Primary worker/licensor:
Cake, Caitlin C.
(123) 456-7890
ccake@wisconsin.gov

Actions:
[Please select an action](#)

View provider information

[Assignments](#)[Basic](#)[Home Inquiries](#)[Licenses](#)[Members](#)[Parent Agency](#)[Placements](#)[Provider Services](#)

Licenses

Foster Care - DCF 56	02/01/2023 - 01/31/2025	Approved	Active-Regular	Milwaukee
Foster Care - DCF 56	02/07/2018 - 02/20/2018	Approved	Revoked	Milwaukee
Foster Care - DCF 56	08/01/2011 - 08/01/2011	Approved	License Made In Error	Milwaukee

On the Home Provider page, access the License Activity tab and select the link for the license you wish to modify.

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PrintHelp

Basic

Name: Foster Provider (9221762)Open Date: 01/11/2011Type: Foster HomeStatus: Open
Lcns. Type: CountyLcns. Agency: Brown County Human Service Department☐ Restricted Provider

[Home](#)[Members](#)[Characteristics](#)[Services](#)[Training](#)[License Activity](#)[Closing History](#)

Application Activity

Application Status	Application Type	Date Application Provided to Family	Date Completed Application Received	Decision	Decision Date
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License Activity

Effective From	Effective To	License Type - Certification Level	License Status	Designated County
02/01/2023	01/31/2025	Foster Care - DCF 56 - Level 2	Active-Regular	Milwaukee
02/07/2018	02/20/2018	Foster Care - DCF 56 - Level 2	Revoked	Milwaukee

[Save](#)[Close](#)

- On the Licensing page, click on the License Information tab. Select Additional Licensing Actions from the Options drop-down and click Go.

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Basic

Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee
 Completion Date: 02/09/2023 Status: Active-Regular
 Licensing Agency: Brown County Human Service Department

Application Activity **License Information** **Services** **Exceptions/Waivers**

C/O:
 Street: 111 Main Apt:
 City: Dairyland State: WI Zip: 54830
 County of Residence: Brown

License Information

Type: Foster Care - DCF 56 Effective From: 02/01/2023 Effective To: 01/31/2025
 Certification: Level 2 ☒ Exceptions/Waivers Required ☐ No Exceptions/Waivers Required

Additional Licensing Actions

Total: 0 through 18 Preferred Gender: Male: 15 Female: 15

Options: [Actions](#)
[Additional Licensing Actions](#)
[Checklist](#)
[Steps Completed Checklist](#)
[Text](#)
 Foster Home License
 Foster Home Licensure Notification
[Letters](#)
 License Hold Notice Letter
 Renewal Letter
 Revocation Letter

[Go](#) [Save](#) [Close](#)

- On the Additional Licensing Actions page, select Modify from the Action drop-down. This will automatically open the Licensing Action Reasons page.

Additional Licensing Actions Resource

Basic

Provider: [Foster Provider \(9221762\)](#) Licensing Agency: Brown County Human Service Department

Licensing Actions

Action	Effective From	Reason(s)	Approval
<div> Close Made in Error Modify Place On Hold Revoke </div>	00/00/0000	Reason(s)	

Options:

4. On the Licensing Action Reasons page, select the appropriate reason(s) for modifying the license.

Note: A maximum of three reasons can be selected.

Licensing Action Reasons

Licensing Action Reasons

Action: Modify

Reason

Select All That Apply

<input type="checkbox"/>	Activate additional service types
<input type="checkbox"/>	Additional exceptions requested
<input type="checkbox"/>	Capacity, gender or age range changed
<input type="checkbox"/>	Change in certification level
<input type="checkbox"/>	Change in household composition
<input type="checkbox"/>	Change in name

Here is a description for each reason:

- **Activate additional service types**- additional services need to be added for your county

to your existing license. This option only needs to be chosen when services for the designated county need updating.

- **Additional exceptions requested**- exceptions are requested or no longer apply for a license.
- **Capacity, gender or age range changed**- when the number (either an increase or decrease in capacity), gender, or age of children who may receive care has changed.
- **Change in certification level**- the provider's certification level has changed (example: from Certification Level 2 to Certification Level 1).
- **Change in household composition**- a licensee (Parent 1, Parent 2, or Licensee) is added to or removed from the license, or the name of a licensee is changed.
- **Change in name**- a licensee (Parent 1, Parent 2, or Licensee) has had his or her name changed (due to marriage, divorce, etc.).

Note: An additional licensing action is not needed to modify the license for an address change. When a new physical address is documented, the license is automatically modified. Please see the Change a Physical Address User Guide.

Click Continue to return to the Additional Licensing Actions page.

5. The reason(s) selected on the Licensing Action Reasons page will display. Enter the Effective From date.

Note: The Effective From date must be prior to today's date.

Action	Effective From	Reason(s)	Approval
Modify	02/09/2023	Reason(s): Activate additional service types	

Options: Actions Approval Go Save Close

6. Since each licensing action has an effect on the status of the license, it must go through the approval process. Select Approval from the Options drop-down and click Go. Select the Approve radio button on the Approval History page and click Continue to return to the Additional Licensing Actions page.
7. Click Save on the Additional Licensing Actions page. You will receive the following message. Click Yes.

Confirmation

You are about to approve a license action to Modify the license. This action will create a pending license record. Are you sure you want to continue?

Yes

No

8. The Additional Licensing Actions page will update. Click the Close button.

Note: If the reason for modifying the license is for capacity, gender or age range changed; change in household composition; or change in name, you can click on the Provider hyperlink at the top of the page to access the Home Provider page.

Additional Licensing Actions

Resource Print Help

Basic

Provider: [Foster Provider \(9221762\)](#)

Licensing Agency: Brown County Human Service Department

Licensing Actions

Action	Effective From	Reason(s)	Approval
Modify	02/09/2023	Reason(s): Activate additional service types	Approval History

Options: [Go](#)

Insert

Save

Close

9. You will be returned to the Licensing page, click the Close button.

10. After refreshing the desktop, you will notice the license status shows Modify and a new Pending license exists. Access the Pending license either from the Licenses icon or from the Home Provider page.

February 2023

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Provider, Foster (9221762)

Provider details:
Foster Home Level 2
License status: Active-Regular
Des: Milwaukee

Provider address:
111 Main
Dairyland, WI 54830 (Brown County)

Primary worker/licensor:
Coke, Caitlin C.
(123) 456-7890
ccoke@wisconsin.gov

Actions:
[Please select an action ▼](#)

View provider information

[Assignments](#) [Basic](#) [Home Inquiries](#) [Licenses](#)
[Members](#) [Parent Agency](#) [Placements](#) [Provider Services](#)

Licenses

Foster Care - DCF 56 - Foster Care	02/10/2023 - 01/31/2025	Pending	Initial	Milwaukee
Foster Care - DCF 56	02/01/2023 - 02/09/2023	Approved	Modify	Milwaukee
Foster Care - DCF 56	02/07/2018 - 02/20/2018	Approved	Revoked	Milwaukee

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Basic

Name: Foster Provider (9221762) Open Date: 01/11/2011 Type: [Foster Home](#) Status: Open

Lcns. Type: [County](#) Lcns. Agency: [Brown County Human Service Department](#) ☐ Restricted Provider

[Home](#) [Members](#) [Characteristics](#) [Services](#) [Training](#) [License Activity](#) [Closing History](#)

Application Activity

Application Status	Application Type	Date Application Provided to Family	Date Completed Application Received	Decision	Decision Date
Initial	Foster Care	12/01/2022	01/01/2023	Create License	02/09/2023

License Activity

Effective From	Effective To	License Type - Certification Level	License Status	Designated County
02/01/2023	02/09/2023	Foster Care - DCF 56 - Level 2	Modify	Milwaukee
02/07/2018	02/20/2018	Foster Care - DCF 56 - Level 2	Revoked	Milwaukee

[Save](#) [Close](#)

- On the Licensing page, the Application Activity tab will copy over all information from the original license. Click on the License Information tab. If the reason for modifying this license was capacity, gender or age range changed; change in household composition; or change in name, you can update the Home Provider page if you have not done so already. Clicking the provider's name in the Basic group box will open the Home Provider page.
- After you have saved and closed the Home Provider page, you will return to the Licensing page. The License Information tab will update with the capacity, gender, age, and licensee(s) changes.

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Basic

Home:
Provider, Foster (9221762)
Worker:
Caitlin C. Cake
Designated County:
Milwaukee
Completion Date:
Status:
Pending
Licensing Agency:
Brown County Human Service Department

Application Activity

License Information

Services

Exceptions/Waivers

City:
Dairyland
State:
WI
Zip:
54830
County of Residence:
Brown

License Information

Type:
Foster Care - DCF 56
Effective From:
02/10/2023
Effective To:
01/31/2025
Certification:
Level 2
☐ Exceptions/Waivers Required
☐ No Exceptions/Waivers Required

Additional Information

Total Bed Capacity:
22
Preferred Age:
0 through 18
Preferred Gender:
Male:
15
Female:
15

Options:
Go
Save
Close

13. You will also notice on the License Information tab that the Effective To date is the end date of the original license.

14. If there were any exceptions or waivers documented on the original license, the exceptions/waivers will display on the Exceptions/Waivers tab. If there were no previous exceptions/waivers, the Exceptions/Waivers tab will be blank. Select either the Exceptions/Waiver Required or No Exceptions/Waiver Required radio button

15. Click on the Services tab. All services previously documented will copy over to this tab. If you need to add additional services, click on the [Edit Licensed Services](#) hyperlink.

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Basic

Home: Provider, Foster (9221762)

Worker: Caitlin C. Cake

Designated County: Milwaukee

Completion Date:

Status: Pending

Licensing Agency: Brown County Human Service Department

Application Activity

License Information

Services

Exceptions/Waivers

Licensed Services

☐ All Counties
☒ Milwaukee

Edit Licensed Services

	Category	Type	Status
<input checked="" type="radio"/>	Foster Care	Foster Home (Level 2+)	In Active
<input type="radio"/>	Foster Care	Foster Home (Non-Paid)	In Active

Options:

Go

Save

Close

16. If applicable, click on the Exceptions/Waivers tab and update accordingly.

17. Click the License Information tab. Under Options, select the Foster Home License option to create the Foster Home License and click Go.

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TM
Print
Help

Basic

Home:
Provider, Foster (9221762)
Worker:
Caitlin C. Cake
Designated County:
Milwaukee
Completion Date:
Status:
Pending
Licensing Agency:
Brown County Human Service Department

Application Activity

License Information

Services

Exceptions/Waivers

City:
Dairyland
State:
WI
Zip:
54830
County of Residence:
Brown

License Information

Type:
Foster Care - DCF 56
Effective From:
02/10/2023
Effective To:
01/31/2025
Certification:
Level 2
☐ Exceptions/Waivers Required
☐ No Exceptions/Waivers Required

Additional Information

Total Bed Capacity:
22
Preferred Age:
0 through 18
Preferred Gender:
Male:
15
Female:
15

Options:

Checklist
Steps Completed Checklist
Text
Foster Home License
Foster Home Licensure Notification
Letters
License Hold Notice Letter
Renewal Letter
Revocation Letter

Go
Save
Close

18. Enter any additional information on the Foster Home License. When you are finished, save and generate the PDF, print the license, and click the Close button to return to eWiSACWIS.

Edit Document

Close

DEPARTMENT OF CHILDREN AND FAMILIES Division of Safety and Permanence DCF-F-CFS0111 (R. 02/2014)	STATE OF WISCONSIN
<p align="center"><i>State of Wisconsin</i> <i>Department of Children and Families</i> Foster Home License - Certification Level 2 <i>Be it known that</i> Provider, Foster and Provider, Male 111 Main Dairyland, WI 54830</p>	
<p><i>having been found to be in substantial compliance with Ch. DCF 56 of the Wisconsin Administrative Code, is licensed to conduct and maintain a foster home at the above address subject to the following provisions:</i></p> <p><i>Number of children who may receive care at one time: 22</i> <i>Sex of children who may receive care: Female: 15 Male: 15</i> <i>Age of children who may receive care: 0 to 21</i> <i>Other Provisions (specify):</i></p> <p><i>This license is issued in compliance with Section 548.62 (1) (a) of the Wisconsin Statutes, and shall be in effect during the period from 02/10/2023 to 01/31/2025 unless earlier revoked by the issuing agency or by the Department of Children and Families for reasonable and just cause.</i></p>	
<p align="right"><u>Brown County Human Service Department</u> Name of Issuing Agency</p>	
<p align="right">_____ Authorized Signature</p>	

- To approve the license, click on the Application Activity tab. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button in the Approval Decision group box and click Continue. Back on the Licensing page, click Save and then Close.

Basic

Home: [Provider, Foster \(9221762\)](#) Worker: Caitlin C. Cake Designated County: Milwaukee
Completion Date: Status: Pending
Licensing Agency: Brown County Human Service Department

Application Activity

License Information

Services

Exceptions/Waivers

Application Activity

Application Status: Initial Application Type: Foster Care
Date Application Provided to Family: 12/01/2022 Date Signed Application Received: 00/00/0000
Date Completed Application Received: 01/01/2023
Decision: Create License Decision Date: 02/09/2023
Rehab Review ☐

Options:

[Actions](#)
[Approval](#)

Go

Save

Close