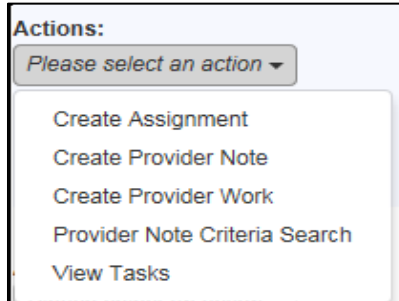


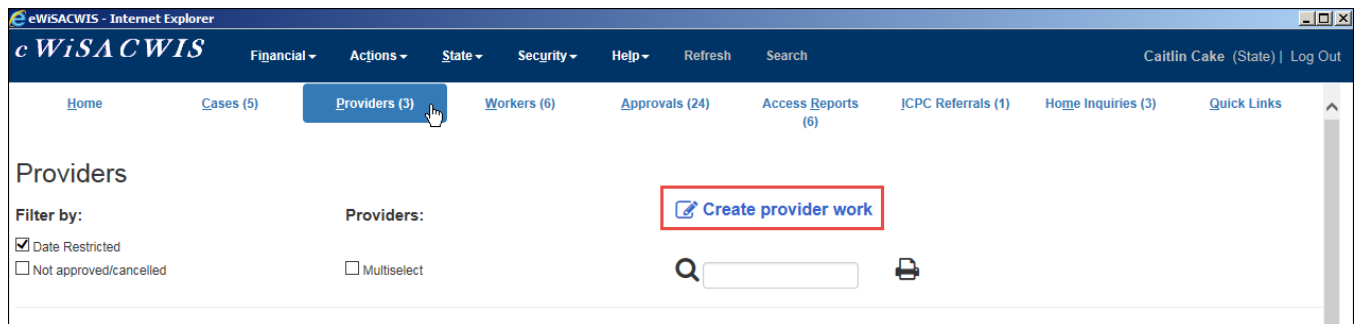
Withdrawn Foster Home License

Note: In order to document a withdrawn license, an assignment to the provider is needed.

1. Once there has been a screened-in Home Inquiry, make sure the provider is listed on your desktop under the Providers expando. If the provider is not on your desktop, see your supervisor for assignment.



2. From the desktop, go to the Provider tab and click the Create Provider Work hyperlink [Create provider work](#) or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page.



3. On the Create Provider Work page, select Licensing Activity from the License drop-down and select the appropriate Provider. Click the Create button. This will open the Licensing page.

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Print

Help

Create Provider Items

Administrative

Check

Imaging

Kinship Care

License

Maintenance

Narrative

Payment

Unlicensed Complaint

Providers

Farmer, Sally (9221682)

Fernald, Mike (20167)

Fox, Rick (9221494)

Garret, George (9221329)

Gaston, Nancy (9221066)

Giraffe, George (9223005)

Greens, Leafy (9221722)

Home, Provider (9221746)

Inquiry, Homme (9221751)

Jamison, Betty (20207)

jeremy, johnson (9222405)

Jonesy, Four (9221344)

Jonesy, Nine (9221355)

Jonesy, Three (9221343)

Kansas, Red (9221632)

Kellogg, Kathy (9221304)

King, Kitty (9221119)

Kinship, Kelly (9222785)

larry, Johnson (9221123)

Lemon, Edo (9221388)

Longstocking, Pepe (9221450)

Luckman, Sid (9221677)

Marker, Marker (9221493)

Marvin, Mary (9222705)

may, june (9221706)

McGwire, Sally (20193)

Create

Close

Note: The Birth Date, Race(s), and Ethnicity for Parent 1 and Parent 2 must be documented before a license can be created, otherwise a Validation Errors message will appear.

Errors (1)

- There is demographic information missing for Parent 1. Please check the Person Management record and update the Birth Date, Race, and/or Ethnicity field(s).

- The Licensing page will open with the Application Activity tab. In the Basic group box, the Home field is a hyperlink to the provider's Home Provider page. Clicking the hyperlink allows you to update the Home Provider page. The Licensing page will then refresh to retrieve any updated information that may have been documented on the Home Provider page.
- Select the Application Status, Application Type, and document the Date Application Provided to Family and the Date Completed Application Received.

Note: The Date Application Provided to Family refers to the date the paper application for foster care was provided to the family. The Date Completed Application Received refers to the date the licensing agency received the paper application, conducted interviews, completed background checks, and gathered all the information from the applicant in order to make a licensing decision.

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Basic

Home:Farmer, Sally (9221682)

Worker:Caitlin C. Cake

Designated County:Milwaukee

Completion Date:

Status:Pending

Licensing Agency:BMCW - CSSW

Application Activity

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:00/00/0000

Decision:Pending

Decision Date:00/00/0000

Rehab Review☐

Options:GoSaveClose

- In the Decision drop-down, select Withdrawn and document the Decision Date.
- Once the Decision of Withdrawn is selected, the Withdrawal Reasons page displays. On the Withdrawal Reasons page, select the withdrawal reason(s) from the options available. Click Continue.

Note: A maximum of 3 checkboxes can be selected.

Withdrawal Reasons
Print
Help

Withdrawal Reasons

| Select | Withdrawal Reasons |
|-------------------------------------|---------------------------------------|
| Select All That Apply | |
| <input checked="" type="checkbox"/> | Agency recommendation |
| <input checked="" type="checkbox"/> | Change in family circumstances |
| <input type="checkbox"/> | Child abuse neglect substantiated |
| <input type="checkbox"/> | Criminal background |
| <input type="checkbox"/> | Did not complete assessment decision |
| <input type="checkbox"/> | Has protective service record |
| <input type="checkbox"/> | Home does not meet standards |
| <input type="checkbox"/> | Inadequate finances |
| <input checked="" type="checkbox"/> | Misuse of funds |
| <input type="checkbox"/> | Moved out of state/county |
| <input type="checkbox"/> | No longer interested |
| <input type="checkbox"/> | Non-compliance health and safety |
| <input type="checkbox"/> | Non-compliance over capacity |
| <input type="checkbox"/> | Non-compliance with other regulations |
| <input type="checkbox"/> | Other |
| <input type="checkbox"/> | Personal requirements not met |
| <input type="checkbox"/> | Refusal |
| <input type="checkbox"/> | Unlicensable |

Continue
Close

- Once the Withdrawal Reason page is closed, narrative boxes appear under the Withdrawal Reason(s) hyperlink for each withdrawal reason selected. Narrative must be provided for each withdrawal reason in order to save the page.
- Yes and No buttons and the question "Is the decision to withdraw the license application due to license refusal or refusal to cooperate with the licensing agency, such as providing documents?" appear above the Withdrawal Reasons page hyperlink. Either the Yes or No radio button must be selected prior to approval.

Note: Click the Withdrawal Reason(s) hyperlink to return to the Withdrawal Reasons page to update withdrawal reasons.

eWiSACWIS

TM

Print

Help

Basic

Home:Farmer, Sally (9221682)

Worker:Caitlin C. Cake

Designated County:Milwaukee

Completion Date:

Status:Pending

Licensing Agency:BMCW - CSSW

Application Activity

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:Withdrawn

Decision Date:02/03/2023

Rehab Review

Yes

No

Is the decision to withdraw the license application due to license refusal or refusal to cooperate with the licensing agency, such as providing documents?

Withdrawal Reason(s):

Agency recommendation, Change in family circumstances, Inadequate finances

Agency recommendation Narrative:

Change in family circumstances Narrative:

Inadequate finances Narrative:

Options:Go

SaveClose

10. Click Save. After a successful save, approve the decision by selecting Approval from the Options drop-down and click Go.

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TM

Print

Help

Basic

Home:Farmer, Sally (9221682)

Worker:Caitlin C. Cake

Designated County:Milwaukee

Completion Date:

Status:Pending

Licensing Agency:BMCW - CSSW

Application Activity

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:Withdrawn

Decision Date:02/03/2023

Rehab Review

Yes

No

Is the decision to withdraw the license application due to license refusal or refusal to cooperate with the licensing agency, such as providing documents?

Withdrawal Reason(s)

Agency recommendation, Change in family circumstances, Inadequate finances

Agency recommendation Narrative:

Enter narrative...

Change in family circumstances Narrative:

Enter narrative...

Inadequate finances Narrative:

Enter narrative...

Options:

Actions

Approval

Go

Save

Close

11. On the Approval History page, select the Approve radio button in the Approval Decision group box and click Continue. Click Save on the Licensing page.

12. Below is an example of how a withdrawn license will look on the desktop Providers tab

Farmer, Sally (9221682)

Provider details:

Foster Home

License status: Pending

Des: Milwaukee

Provider address:

800 West Chemistry Way

Allouez, WI 54301

(951) 448-7777

Primary worker/licensor:

Daisy, Dan'i

(440) 943-7690

dan.daisy@wisconsin.gov

Actions:

Please select an action

View provider information

1 Assignments

2 Basic

3 Home Inquiries

4 Licenses

Members

Parent Agency

Licenses

Application Activity - Foster Care

12/01/2022 - 02/03/2023

Approved

Withdrawn

Milwaukee