

Ordering Information – Child Welfare Licensing Initial Application Packets

Use of form: Use of this form is mandatory. If the requested information is not provided, the department will be unable to process your request. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: To order an Initial Application Packet containing the information that you will need to plan your program, follow the steps below:

1. Determine the type of program you want to open.

Child Placing Agency – DCF 54	A child welfare program licensed to place children in foster homes and group homes. Child placing agencies may be licensed to license their own foster homes.
Shelter Care Facility – DCF 59	A child welfare program that provides short-term, non-secure residential care and physical custody of children pending court action or a voluntary placement of a child.

2. Complete the “Request for Child Welfare Licensing Initial Application Packet” section at the bottom of this page for Shelter Care and Child Placing Agency.
3. Make check or money order payable to the “**Department of Children and Families.**”
4. Mail the completed request forms for Shelter Care or Child Placing Agencies and payment to:
**Child Welfare Licensing
141 NW Barstow Street
Room 104
Waukesha, WI 53188**
5. The requested packet will be emailed to the email address provided below.

REQUEST FOR CHILD WELFARE LICENSING INITIAL APPLICATION PACKET

Name	Telephone Number
Mailing Address (Street, City, State, Zip Code)	
Email Address	

Type of Packet	Amount
Send me: <input type="checkbox"/> Child Placing Agency Packet (\$25.00 each)	\$ _____
<input type="checkbox"/> Shelter Care Facility Packet (\$10.00 each)	\$ _____
Total Amount	\$ _____