

**INSTRUCTIONS FOR OBTAINING CHILD WELFARE LICENSING
ADMINISTRATIVE RULES AND ANNOTATED RULE BOOKS**

OUT-OF-HOME CARE ANNOTATED RULE BOOKS: The purpose of the annotated rule book is to help users understand the intent and application of the rule. They are copies of the administrative code from the Revisor of Statutes Bureau that have been formatted with larger print and bound into a booklet. The *italicized* information on the right side of each page is the annotated language that was prepared by staff of the Bureau of Permanence and Out-of-Home Care. Additional appendices have been included to provide important information and guidance.

- DCF-P-PFS0104 DCF 52 Residential Care Centers for Children and Youth Annotated – **\$25**
- DCF-P-PFS4089 DCF 54 Child Placing Agencies Annotated – **\$25**
- DCF-P-PFS0197 DCF 57 Group Foster Care Annotated – **\$25**

DOWNLOADING COPIES FROM THE INTERNET: Copies are available online free of charge and may be duplicated without penalty. The administrative code chapters governing licensed child welfare facilities are available from the Wisconsin State Legislature, Revisor of Statutes Bureau web page <http://www.legis.state.wi.us/rsb/code/dcf/dcf037.html>. The out-of-home care annotated rule books are available from the department's Child Welfare Licensing Rules and Manuals page <https://dcf.wisconsin.gov/cwlicensing/policy>.

ORDERING PRINTED COPIES: Preprinted copies of the annotated rule books may be ordered from the department for a fee. See the Ordering Printed Copies section below for instructions on how to obtain preprinted copies.

**ORDERING PRINTED COPIES
CHILD WELFARE LICENSING ANNOTATED RULE BOOKS**

Use of form: Use of this form is voluntary; however, if the requested information is not provided, the department may 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: Complete the request form below and submit it along with a check or money order **made payable to the Department of Children and Families** to:

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