

**Date:** 2/28/2025

**To:** DMCPs, Wellpoint Care Network, Children's Wisconsin

**From:** [Jill Collins](#), Ongoing Services Section Manager, 414-343-5765

**Re:** DMCPs Approval Process for Level 5 (Exceptional Treatment Foster Home)

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*This memo highlights points of emphasis and considerations for the DMCPs Approval Process for Level 5 (Exceptional Treatment Foster Home).*

In this policy, we lay out a process to follow when identifying a youth in need of a Level 5 and steps that follow for placement. Included in this policy is the [DMCPs rate Setting for Level 5](#) policy and the [Level 5 Budget Template](#). Points of emphasis are:

- Youth identified for Level 5 must meet all designated criteria.
- Once a youth has been identified as appropriate for a Level 5, the CM agency must first notify the DMCPs Ongoing Services Section by submitting the "Pre-Approval to Begin Child Specific Planning for Level 5" form ([DCF-F-5177-E](#)).
- After review by DMCPs the Level 5 Contract Administrator will forward the "Pre-Approval to Begin Child Specific Planning for Level 5" form ([DCF-F-5177-E](#)) to the DCF Level 5 Exceptions Panel.
- Searching and matching for Level 5 foster homes may not be started until DMCPs has reviewed the Level 5 request and the Level 5 panel have approved the youth for a Level 5 placement.
- The CM agency must notify DMCPs once a potential placement match has been made.
- DMCPs must approve any potential Level 5 provider(s) prior to moving forward with introduction between the youth and provider.
- The TFC agency is responsible for compiling all the documents received and submitting the Application for Certification and Child Placement Level 5 Foster Home ([DCF-F-2559-E](#)) to the panel for review.
- The [Level 5 Treatment Foster Home Guide](#) should be referenced for all licensing steps and requirements.
- CM, TFC and when applicable, CLTS, must read, sign, understand, and apply the Memorandum of Understanding (MOU), as required by the DCF Level 5 Panel and licensing requirements.

This policy also includes additional guidance regarding Respite Care, Licensing, Budget, Rate Setting, and Payment.