



BUREAU OF MILWAUKEE CHILD WELFARE
1555 NORTH RIVERCENTER DRIVE, SUITE 220
MILWAUKEE WI 53212

Jim Doyle
Governor

Reggie Bicha
Secretary

State of Wisconsin
Department of Children and Families

Telephone: 414-220-7000
Fax: 414-220-7062
dcf.wisconsin.gov

DATE: June 15, 2010

TO: Foster Care and Adoption and Ongoing Case Management Staff

FROM: Arlene Happach, Director *Arlene*
Bureau of Milwaukee Child Welfare

RE: Changes to Procedure: *Relative Caregiver Licensing Decision*

Please review the attached procedure (OCM 10.10/FCA 10.10) *Relative Caregiver Licensing Decision*.

Additions involve the procedure to be followed in instances where a relative caregiver refuses to be licensed. Please note that families receiving Kinship Care payments are given the right to appeal, within specific timelines, any decision that would end the payment. For your information, letters that will go to relative caregivers from the relative coordinator are attached.

Please review the procedure and attachments carefully and consult your supervisor if you have questions.

Attachments

cc: Cathy Swessel
Michael Boeder
Julie Brown
Wanda Montgomery
Program Evaluation Managers

30 days prior to ending payment

CSSW Letterhead

Dear _____ :

The Bureau of Milwaukee Child Welfare and Children's Service Society of Wisconsin values you as a relative caregiver. We want to ensure you have the support you need, including any financial benefits that may be available to you.

Wisconsin is committed to achieving foster care licensure for relative caregivers. Effective January 1, 2010, relative caregivers are now required under Wisconsin State Statute Ch. 58 to participate in the licensing process in order to continue receiving financial assistance for the care you are providing. The Kinship Care Program is a time-limited program. The only way to continue receiving financial assistance beyond a four-month period is by pursuing foster care licensure.

- If you are *able* to become licensed, you are eligible to receive foster care payments. There are many benefits of becoming a foster parent, including access to additional support and services along with increased financial benefits.
- If you are *not able* to become licensed, and the court finds that it is in the best interest of the child to continue to stay with you, Kinship Care payments may continue if you are eligible. This will only happen, however, if you have participated in the licensing process.

I understand that you have chosen *not to* participate in the foster care licensing process. You have that right, but I want to make sure that you understand how this affects continued payments. **Your Kinship payments for the child/ren in your care will stop on _____, four months after the date of placement.** If you would like to reconsider participating in the licensing process, or have questions about the process, please contact me.

You may appeal this decision by sending a request for a hearing to the Division of Hearings and Appeals. (A form is enclosed for your convenience)

- If you are now receiving Kinship Care payments and you want them to continue until you have the opportunity for a hearing, this request must be **received** (not just mailed) by the Division of Hearings and Appeals **within 10 days**. Your Kinship care payments **will be discontinued** if your appeal is *not* received by the Division of Hearings and Appeals by _____.
- If you do not file an appeal within 10 days and your payments stop, you can request a hearing to reinstate payments. The request for a hearing must be **received** (not just mailed) by the Division of Hearings and Appeals within **45 days** of the date of the notice you received or the date Kinship payments are ending, as indicated above, whichever is later.

As an unlicensed relative caregiver caring for a child in a court-ordered placement, CSSW's Relative Coordination program is available to provide support to you. The purpose of our program is to partner with you as a relative caregiver and support you in caring for a relative child and provide a safe and stable placement while preserving family relationships. We can provide information, resources and support that will address the unique needs and challenges of relative caregiving. Please see the enclosed brochure about our program for more information.

I have also included a brochure for the Mobile Urgent Treatment Team for Foster Families (MUTT-FF), which can provide crisis intervention services to you and the child in your care. This is one of the many resources available to you as a relative caregiver. Please do not hesitate to contact me at _____ for additional resources and assistance.

Sincerely,

Relative Coordinator
Children's Service Society of Wisconsin

10 days prior to ending payment.

Dear _____ :

I sent you a letter on _____ notifying you that Kinship payments for the child(ren) in your care will discontinue due to your decision to not proceed with the foster care licensing process. **This letter is to remind you that your Kinship Care payments will stop on _____**. Our Relative Coordination program wants to ensure you have the support you need, including any financial benefits that may be available to you. If you wish to receive continued financial assistance for the care you are providing, I invite you to participate in the foster care licensing process. There are many benefits of becoming a foster parent including access to additional support and services along with increased financial benefits. If you are not able to become licensed and the Court determines that it is in the best interest of the child/ren to continue to live with you, payments may continue if you are eligible for the program. If you have decided that you would now like to go through the licensing process, please contact me immediately.

You may appeal this decision to end payments by sending a request for a hearing to the Division of Hearings and Appeals. (A form is enclosed for your convenience)

- The request for a hearing must be received (not just mailed) by the Division of Hearings and Appeals **within 45 days** of the date of the notice you received or the date Kinship payments are ending, as indicated above, whichever is later. That date is _____.

The Bureau of Milwaukee Child Welfare and Children's Service Society of Wisconsin values you as a relative caregiver. CSSW's relative coordination program continues to be available to provide support to you as an unlicensed relative caregiver. The purpose of our program is to partner with you and support you in caring for a relative child. We value your efforts to preserve family relationships. Relative coordinators provide information, resources and support that will address the unique needs and challenges of relative caregiving. Please do not hesitate to contact me at _____ for assistance.

Sincerely,

Relative Coordinator
Children's Service Society of Wisconsin
620 South 76th Street, Suite 120
Milwaukee, Wisconsin 53214
414-453-1400

CC: Ongoing Case Manager
Ongoing Supervisor
Permanency Consultant