

Sex Offender Registry Process Policy

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Any information referenced within this document is considered to be a part of this policy with the exception of the “related resources” section.

Summary:

In accordance with Wisconsin Statutes, [§48](#), [§56](#), and [§58](#), the Department of Children and Families (DCF) in collaboration with the Department of Corrections (DOC) and ongoing contracted agencies ensure potential and existing out-of-home care providers are safe placements for children by checking the Sex Offender Registry (SOR). DCF and DOC compare out-of-home (OHC) provider’s addresses listed in eWiSACWIS with that of addresses of individuals on the Sex Offender Registry. This information is shared with the Division of Milwaukee Child Protective Services (DMCPS), PSG, and the contracted agencies. The SOR Process then follows in which SOR Address match is investigated to confirm if the sexual offender resides in the OHC provider’s home and to assure child safety.

Contracted agencies and DMCPS are responsible for following the Sex Offender Registry Process (SORP) to ensure the safety of the child(ren).

Policy:

Each month the DOC and DCF collaborate to review Sex Offenders’ addresses to open OHC providers in eWiSACWIS. The Sex Offender Registry (SOR) report is sent to the designated DMCPS Program and Policy Analyst (PPA), who is responsible for reviewing, organizing and distributing the report to designated contracted agencies, PSG, and DMCPS staff as identified on the [SOR Contact Information Job Aid](#).

If an out-of-home care (OHC) provider or an adult residing in the OHC’s provider’s home is found to be a registered sex offender, the nature of offense is examined by either the contracted agency, DMCPS, or PSG, in collaboration with the assigned Probation Officer (if applicable) to determine if the adult’s offense presents any safety concerns for the child(ren). Then, appropriate action is taken to ensure the child is safe. If child safety

concerns are identified by the CM, due to the nature of the provider's or household members sexual offense, DMCPD should be contacted at 220-SAFE to make a report.

Four types of out-of-home care (OHC) providers may be reviewed in the SOR report and the primary entity responsible for determining if safety concerns exist is noted behind each OHC provider.

1. Non – Court Ordered Kinship: PSG
2. Court Ordered Kinship: Contracted agency
3. Licensed and Unlicensed Foster Homes: Contracted Agency
4. Adoptive or Subsidized Guardianship: DMCPD

The procedures for the Sex Offender Registry Process are noted below:

Procedures:

1. The assigned PPA to SORP receives the unfiltered SOR list from Madison once a month, usually in the beginning of each month.
2. The PPA reviews the SOR report for new matching SOR addresses and new sex offenders to determine the following:
 - a. Sex offender's incarceration status
 - b. Is the sex offender's address listed in SOR Report the same address as the identified provider?
2. The PPA will review all identified providers in eWiSACWIS to determine if there are children currently residing with the provider.
3. After the DMCPD PPA checks the SOR report, the PPA send the following information to key personnel at the contracted agencies:
 - a. Provider's name, ID, and address
 - b. Name and age of the children in the household
 - c. Sexual offender's name
 - d. Department of Corrections supervision status
 - e. Nature of offense
 - f. Field office of the police officer and phone number
4. See the subsequent sections and pages for the sexual offender registry check process based on the OHC provider's placement type
 - a. Non-court Ordered Kinship Provider (page 3)
 - b. Court-ordered Kinship Provider (page 5)
 - c. Licensed Foster Care Provider (page 7)
 - d. Adoptive or Subsidized Homes (page 9)

Non-Court Ordered Kinship Provider

PSG is responsible for examining the nature of the offense, and determining if any immediate actions must be taken to ensure child safety, in collaboration with the assigned Probation Officer and contracted agency CM. If a sex offender does reside in the home, PSG will notify DMCPs Access to make a report and the kinship payments may be terminated. The results and actions taken by PSG will be shared with the DMCPs PPA within 10 days of receiving SOR notification.

Note: Under [§58.04](#), eligibility for Kinship Care applicants is determined after the designated agency conducts a background check (including a criminal background check, CPS history, CCAP, and SOR check) and considers whether the applicants history could adversely affect the child or the kinship care providers ability to care for the child. A Kinship Provider must disclose if any adult resident in the provider's home has a history of contact with CPS, arrests, or convictions. Once approved the kinship provider must notify the agency if a new adult intends to become a resident of the kinship provider's home. If it is confirmed that a registered sex offender resides in the kinship provider's home and offenses could adversely affect the child, kinship care payments will cease.

The Sex Offender Registry Process for non-court ordered kinship is noted below:

1. When there is no child (ren) residing with the provider, the PPA will email or call the Program Manager at Professional Services Group (PSG) and request a closure of the OHC provider's case.
2. When there is a child (ren) residing in the home of the OHC provider:
 - a. The PPA will email and call to PSG (and assigned ongoing CM if there is one) making them aware that their provider potentially has a sex offender residing in their home.
 - b. The PPA will include the DMCPs Senior Auditor assigned to PSG on the email. PSG will immediately assign a PSG Assessor to the OHC provider's home.
 - c. The PSG Assessor will review the applicable sex offender's criminal background (e.g. nature of offense that led to SOR status) and whether there is an assigned Probation Officer for the sex offender.
 - d. If a Probation Officer is assigned to the sex offender, the PSG Assessor will make telephone contact with the Probation Officer of the sex offender listed at the provider's residence.
 - I. The PSG Assessor will inquire as to the sex offender's address with the Probation Officer and explain that the sex offender was identified as residing with the OHC provider on the SOR report.
 - II. If the Probation Officer is aware of a different address that the sex offender resides at, the PSG Assessor will request that the probation officer update the Sex Offender Registry with the correct address and ask for the last date of contact with the sex offender at the residence.

- III. If the Probation Officer is aware that the sex offender does reside in the home of the OHC provider and has made allowances for the co-habitation:
 - a) The PSG Assessor will determine if this allowance is in agreement with the policies and a supervisory determination should be made as to whether it is approved by the agency.
 - b) The assigned PPA will be provided with a final report within 10 days, detailing the agencies findings and the actions taken.
- e. If there is no assigned Probation Officer, the PSG Assessor will proceed with following the steps for engaging the provider.
 - I. Within five days of receipt of the SORP information from the PPA; the CM will make face to face contact with the provider.
 - II. The PSG Assessor will inquire about the status of the sex offender residing in the home and complete an observational safety assessment of the home. Note: an Assessor does not have the authority to conduct interviews.
 - a) If no sex offender resides in the home, and the sex offender is not currently assigned to a Probation Officer, the PSG Assessor will give the provider the telephone number for the SOR (Sarah Moskonas, Sex Offender Registration Specialist, 414-514-0423) and witness the provider calling the SOR to inform the registry that the sex offender does not reside in the home.
 - 1. The PSG Assessor will inform the provider that SOR will be conducting their own investigation. The investigation will take between 60-90 days and will involve a variety of techniques to determine if the sex offender is residing in the home. The provider should be made aware that they may receive phone calls and additional home visits from SOR. The SOR Specialist will provide information to the DMCPSPPA when the investigation is completed.
 - b) If the (provider is aware that the) Sex Offender lives in another home with children the Assessor will inquire as to the whether there are concerns with this sex offender residing in the home with other children. If there are concerns for child safety identified, the Assessor will contact 220-SAFE and make an Access report.
 - c) If the sex offender does reside in the home, the provider will be made aware that this is in violation of their Kinship agreement and that the Kinship payments will be ended.
 - 1. The PSG Assessor will contact 220-SAFE to make a referral to DMCPSP about the sex offender residing in the provider's home, and the caller must note the call specifically regarding a SOR Address Match. Then, DMCPSP will screen the report in as an initial assessment or child welfare service report

with 2-5 day response time, unless other conditions in the home necessitate a more urgent response.

2. The IA supervisor must inform the assigned PPA by email within 10 days from the receipt of the referral by the IAS of any actions taken.
3. Within ten business days of the receipt of the SORP, the PSG Program Manager will email the assigned PPA with the results of their contact with the provider.

Court Ordered Kinship

The contracted agency is responsible for examining the nature of the offense and determines if any immediate actions must be taken to ensure child safety, in collaboration with the Probation Officer. If a sex offender resides in the home, the CM may make arrangements for the identified child(ren) to be moved to another placement and kinship payments may be terminated. The results and actions taken by the contracted agency will be shared with the DMCPs PPA within 10 days of receiving SOR notification.

The Sex Offender Registry Process for court ordered kinship is noted below:

1. The assigned PPA emails and calls the Case Manager Supervisor (CMS) and their Program Manager for each child in placement making them aware that their provider potentially has a sex offender residing in their home.
2. The assigned CM will review the SOR to determine the nature of the offense of the sex offender potentially residing in the residence and whether there is an assigned Probation Officer for the sex offender.
 - a. If there is a Probation Officer assigned to the sex offender the CM will make telephone contact with the Probation Officer for the sex offender listed at the provider's residence.
 - I. The CM will inquire whether the Probation Officer is aware that the sex offender is residing in the home.
 - II. If the Probation Officer is aware of a different address that the sex offender resides at, the CM will request that the Probation Officer update the Sex Offender Registry with the correct address.
 - III. If the Probation Officer is aware that the sex offender does reside in the home and has made allowances for the co-habitation the CM will make note of this and proceed with scheduling the face to face contact with the provider.
 - IV. Within five days of receipt of the SORP information from the assigned PPA; the CM will make face to face contact with the provider. CM will follow the process outlined in b.1 (below) to proceed with the face to face contact with the provider.

- b. If there is no assigned Probation Officer, the CM will proceed with the following steps for engaging the provider.
- I. The CM will inquire as to the status of the sex offender residing in the home.
 - a) If no sex offender resides in the home, CM will give the provider the telephone number for the SOR (Sarah Moskonas, Sex Offender Registration Specialist, 414-514-0423) and witness the provider calling the SOR to inform the registry that the sex offender does not reside in the home
 1. The CM will inform the provider that SOR will be conducting their own investigation. The investigation will take between 60-90 days and will involve a variety of techniques to determine if the sex offender is residing in the home. The provider should be made aware that they may receive phone calls and additional home visits from SOR.
 - a. The CM will interview their identified child(ren) about all individuals who reside in the home.
 - b. If safety concerns arise during the interview with the child(ren), the CM will take immediate actions to ensure for the safety of the children
 - c. If new allegations of maltreatment are obtained through the interview, the CM will call in a new referral to 220-SAFE after ensuring the safety of the child(ren). The caller must note the referral is for SORP protocol.
 - b) If the provider is aware that the Sex Offender lives in another home with children the CM will inquire as to the whether there are concerns with this sex offender residing in the home with other children. If there are concerns for child safety identified, the CM will contact 220-SAFE, DMCPs Access.
 - c) If the sex offender does reside in the home, provider will be made aware that this is in violation of their Kinship Agreement and that their kinship payments may be ended if the sex offender does not leave the home immediately (within 24 hours). The CM will then determine what additional actions need to be taken based on the provider's willingness to cooperate.
 1. The CM will make arrangements for the identified child(ren) to be moved into another placement if the CM cannot immediately verify that the sex offender will leave the home
 - a. If the child(ren) are moved, the CM will interview their assigned child to assess for any safety concerns. If new allegations of maltreatment are obtained through the interview process, the CM will call in a new referral of maltreatment to 220-SAFE. A confirming safe environment will be

completed by the CM on the new placement and documented in eWiSACWIS.

- b. If the child(ren) are removed from the (Court Ordered) Kinship Provider, the CM will make contact with their respective administrative staff to have the (Court Ordered) Kinship Provider closed.
- c. Within ten business days of the receipt of the SORP, the Program Manager for the CM will provide the assigned PPA the results of their contact with the provider.

Licensed and Unlicensed Foster Home Provider

The contracted agency is responsible for examining the nature of the offense and determines if any immediate actions must be taken to ensure child safety, in collaboration with the Probation Officer. The results and actions taken by the contracted agency will be shared with the DMCPs PPA within 10 days of receiving SOR notification.

In accordance with [§56.05](#), [DCF 12.06](#), and [§48.685](#), contracted agencies (responsible for licensing) may deny a license or terminate the license of a foster home provider if the provider or anyone residing in the provider's home (12 years of age or older) has been convicted of an offense that is not a serious crime, but is substantially related to the care of a child. If a licensed foster home provider fails to provide truthful and sufficient information, denial or revocation of the provider's license will occur ([§56.05](#)).

In accordance with ongoing standards, contracted agencies must conduct risk management planning regarding the placement settings and assess the guardian/parent's appropriateness to determine if individuals in the placement setting (including adults and children) present a risk to the child and must control for child safety.

The Sex Offender Registry Process for licensed and unlicensed foster home providers is noted below:

1. The PPA assigned sends an email and calls the assigned licensing worker, their supervisor and licensing manager, the assigned CM, the assigned supervisor for the CM, and the assigned Program Manager for each child in placement making them aware that their provider potentially has a sex offender residing in their home.
2. The licensing worker and assigned CM will review the SOR to determine the nature of the offense of the sex offender potentially residing in the residence
 - a. The licensing worker will make telephone contact with the Probation Officer for the sex offender listed at the providers residence if there is a Probation Officer assigned
 - I. The licensing worker will inquire whether the Probation Officer is aware that the sex offender is residing in the home.

- II. If the Probation Officer is aware of a different address that the sex offender resides at, the Licensing worker will request that the Probation Officer update the Sex Offender Registry with the correct address.
- b. If the Probation Officer is aware that the sex offender does reside in the home and has made allowances for the co-habitation the licensing worker will make note of this and proceed with scheduling the face to face contact with the provider. Within five days of receipt of the SORP information from the assigned PPA; the licensing worker and CM will make face to face contact with the provider
 - I. The licensing worker and CM will inquire as to the status of the sex offender residing in the home.
 - a) If no sex offender resides in the home, licensing worker and CM will give the provide provider the telephone number for the SOR (Sarah Moskonas, Sex Offender Registration Specialist, 414-514-0423) and witness the provider calling the SOR to inform the registry that the sex offender does not reside in the home
 - 1. The licensing worker and CM will inform the provider that SOR will be conducting their own investigation. The investigation will take between 60-90 days and will involve a variety of techniques to determine if the sex offender is residing in the home. The provider should be made aware that they may receive phone calls and additional home visits from SOR.
 - 2. The CM will interview their identified child(ren) about all individuals who reside in the home.
 - a. If safety concerns are obtained through the interview with the child(ren), the CM will take immediate actions to ensure for the safety of the children
 - b. If new allegations of maltreatment are obtained through the interview, the CM will call in a new referral to 220-SAFE after ensuring the safety of the child(ren).
 - b) If the provider is aware that the Sex Offender lives in another home with children the licensing worker will inquire as to the whether there are concerns with this sex offender residing in the home with other children. If there are concerns for child safety identified, the licensing worker will contact 220-SAFE and make an Access report.
 - c) If the sex offender does reside in the home, provider will be made aware that this is in violation of their Licensing agreement and that their foster care license and foster care payments may end and their license may be closed if

the sex offender does not leave the home immediately (within 24 hours). The licensing worker will then determine what additional licensing actions need to be taken based on the provider's willingness to cooperate (§56.05).

1. The CM will make arrangements for the identified child(ren) to be moved into another placement if the CM cannot immediately verify that the sex offender will leave the home
 2. The CM will interview their assigned child to assess for any safety concerns. If new allegations of maltreatment are obtained through the interview process, the CM will call in a new referral of maltreatment to 220-SAFE. A confirming safe environment will be completed by the CM on the new placement and documented in eWiSACWIS.
- c. Within ten business days of the receipt of the SORP, the Program Manager for the licensing worker will provide assigned PPA the results of their contact with the provider.

Adoptive or Subsidized Guardianship Homes

The DMCPs PPA is responsible for examining the nature of the offense and determines if any immediate actions must be taken to ensure child safety, in collaboration with the Probation Officer. Adoptive and subsidized guardians are the legal guardians of the child(ren) that reside in the home.

If a Probation Officer is assigned to the sex offender residing in an adoptive or subsidized guardian's home and the Probation Officer has made allowances for co-habitation, DMCPs does not have jurisdiction to remove the child. If a Probation Officer is not assigned, the PPA will contact DMCPs Access Unit to create a 2-5 day Access report. The results and actions taken will be obtained by the DMCPs PPA within 10 days of receiving SOR notification.

The Sex Offender Registry Process for adoptive and subsidized guardianship homes is noted below:

1. PPA Assigned filters report for all those providers listed as adoptive/subsidized guardianship (SG) homes based upon additional review of eWiSACWIS for active service strip for SG/Adoptions.
2. If the Adoptive/SG provider is still assigned to a licensing agency, please follow the processes for a licensed foster home.
3. The PPA will review the list of Adoptive/SG providers to determine if the Adoptive/SG providers have been on the list previously (for the same home/sex offender). The assigned PPA will review eWiSACWIS documentation to determine whether the Adoptive/SG provider will need to be reassessed.

4. PPA assigned sends an email and phone call to State Adoptions/SG staff to making them aware that their provider potentially has a sex offender residing in their home.
5. Assigned PPA will review the SOR to determine the nature of the offense of the sex offender potentially residing in the residence.
 - a. Assigned PPA will make telephone contact with the Probation Officer for the sex offender listed at the providers residence if there is a Probation Officer assigned
 - I. Assigned PPA will inquire whether the probation officer is aware that the sex offender is residing in the home.
 - II. If the Probation Officer is aware of a different address that the sex offender resides at the Assigned PPA will request that the Probation Officer update the Sex Offender Registry with the correct address.
 - III. If the Probation Officer is aware that the sex offender does reside in the home and has made allowances for the co-habitation, the assigned PPA will document this information in a case note under the provider.
 - b. If there is not an assigned Probation Officer Assigned PPA will provide the provider's information to Access for the creation of a 2-5 day threat of harm Access report.
 - I. IAS will make face-to-face contact with the provider and inquire as to the status of the sex offender residing in the home.
 - a) If no sex offender resides in the home the IAS will provide provider with the telephone number for the SOR Sarah Moskonas, Sex Offender Registration Specialist, 414-514-0423 and witness the provider calling the SOR to inform the registry that the sex offender does not reside in the home
 1. The IAS will inform the provider that they will receive a letter from the SOR and that the letter will need to be sent back as the resident does not reside there.
 - b) If Sex Offender lives in another home with children then the IAS will inquire as to the whether there are concerns with this sex offender residing in the home with other children. If there are concerns for child safety identified, the IAS will complete an Access report and send the Access report for screening by their supervisor.
 - c) If the sex offender does reside in the home, IAS will complete a thorough assessment of the residents of the home including assessing for the safety of all of the children residing in the home.

1. IAS, or their supervisor, will inform the Assigned PPA of the results of their assessment of the home.

Responsibilities:

PPA: Distributes essential information to key stakeholders and ensures that safety assessment is complete. Ensure information regarding the offender is complete at DOC and contracted agencies.

PSG Assessor: Assess safety of the provider's home, and discontinues funds for voluntary kinship providers that not in compliance with [Chapter 58 of Wisconsin Statutes](#).

Contracted agencies (Licensing Specialist, Case Managers, and Supervisors of Case Managers): Conducts safety assessments and takes actions when necessary to ensure the safety of the children in a provider's home.

DOC Registry Specialist: Receive calls from providers regarding the residence of the sexual offenders and conduct their own investigation. Provide results of the investigation and actions taken to ensure address is accurate to DMCPSPPA, upon request.

Probation Officers: Provide DMCPSPPA with restrictions placed upon sexual offender and provide details regarding the whereabouts of the offender.

Related Resources:

Wisconsin Statutes

- [Chapter 48.685 Children's Code](#): Criminal History and Child Abuse Record Search
- [Chapter 56.05 Foster Home Care for Children](#): Licensing Requirements for Foster Home Care For Children
- [Chapter §58.04: Eligibility for Kinship Care and Long-Term Kinship Care Program](#)
- [Chapter DCF 12.06 Caregiver Background Checks](#): Determining whether offenses are substantially related to serving as a caregiver
- [SOR Contact Information Job Aid](#)