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Governor Scott Walker
Secretary Eloise Anderson

Division of Milwaukee Child
Protective Services (DMCPS)

DATE: July 18, 2016

TO: DMCPS, Saint A, and Children's Hospital of Wisconsin Community Services

CC: PSG

**FROM: Robin Joseph, Ph. D., Administrator,
Division of Milwaukee Child Protective Services**

RE: Sexual Offender Registry Process Policy

This memo is to inform you that Division of Milwaukee Child Protective Services (DMCPS) has released a new policy, the [Sex Offender Registry Process Policy](#).

This policy establishes the procedures for ensuring that potential and existing out-of-home care providers are safe placements for children when an individual residing at the OHC's provider's address is found on the Sex Offender Registry (SOR) in accordance with Wisconsin Statutes, [§48](#), [§56](#), and [§58](#). 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 by the Department of Corrections (DOC) and the Department of Children and Families (DCF), the nature of offense is examined by either the contracted agency, DMCPS, and/or Professional Services Group (PSG), in collaboration with the assigned Probation Officer to determine if the adult's offense presents any safety concerns for the child(ren).

The four types of out-of-home care (OHC) providers that are reviewed in the SOR report include Non – Court Ordered Kinship, Court Ordered Kinship, Licensed and Unlicensed Foster Home, and Adoptive or Subsidized Guardianship

Adherence to this DMCPS policy is required by contracted agencies by August 15, 2016.

Attachment: [IA 5.00 CM 5.00 Sexual Offender Registry Process Policy](#)
[SOR Contact Information Job Aid](#)