



wisconsin department of  
**children & families**

1555 North Rivercenter Dr., Suite 220

Milwaukee, WI 53212

Governor Scott Walker  
Secretary Eloise Anderson

Division of Safety and Permanence  
*Bureau of Milwaukee Child Welfare*

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**DATE:** March 27, 2012

**TO:** Ongoing Case Managers  
Ongoing Supervisors  
Ongoing Program Managers

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

**RE:** Frequency and Documentation of Contacts **CORRECTION**

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This revised policy supplements DCF Memo Series 2012-02 Caseworker Face-to-Face Contact Requirements for Children and Juveniles in Out-of-Home Placement and 2005-10 Caseworker-Parent/Family Face-to-Face Contact for Child Protective Services Cases. These memos set forth the federal requirements for face-to-face contact with children living in out-of-home care as well as their families and caregivers.

Whereas the memo series indicates the requirements for documentation in eWiSACWIS has changed from 30 calendar days to 20 working days, BMCW policy still requires that information on face-to-face contacts be entered into the eWiSACWIS case note within 72 hours.

Thank you.

cc: Program Evaluation Managers  
Section Chiefs  
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