

# CHILD WELFARE APPLICANT/ LICENSEE RIGHTS AND RESPONSIBILITIES

4. To report changes in the following to the licensing specialist immediately:
  - Address;
  - Telephone number;
  - Household composition;
  - Administrator/program director;
  - Corporate status; and/or
  - Board president/chair.
5. To report any pending criminal charge, conviction, or child abuse or neglect investigation or findings for yourself, employees, and for anyone aged 10 and older living in your household, to the licensing specialist.
6. To understand the enforcement role of the licensing specialist with regard to compliance with application and licensing procedures.
7. To understand and respect the licensing specialist's authority to inspect, investigate, and review all aspects of licensure contained within the licensing rules, including, but not limited to:
  - Inspection of the physical premises;
  - Compliance with the caregiver background check law;
  - Reviewing facility records;
  - Interviewing staff; and
  - Conducting compliant investigations.

Should you have any questions regarding these rights and responsibility statements, you may contact the licensing office indicated below:

Child Welfare Licensing  
DCF/DSP – Room E200  
P.O. Box 8916.  
Madison, WI 53703-8916  
(262) 584-8694  
FAX: (262) 521-5314

DCF is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please contact 608-266-8787 or 711 TTY. For civil rights questions call (608) 422-6889 or 711 TTY (Toll Free).

- Residential Care Centers for Children and Youth
- Group Foster Homes for Children
- Shelter Care Facilities for Children
- Child Placing and Adoption Agencies



Division of Safety and Permanence  
Bureau of Permanence and Out-of-Home Care

The purpose of licensing is to establish minimum requirements and standards for Wisconsin's children's residential and child welfare programs to protect the health, safety and welfare of all children receiving services. It is the responsibility of the Department of Children and Families to develop clear, concise and relevant licensing rules and regulations and to apply and monitor them with consistency and uniformity.

The department recognizes the need to develop open and honest communication with applicants and licensees and to maintain a positive and productive working relationship. To that end, the following is a statement of the mutual rights and responsibilities of license applicants and licensees.

#### **A LICENSE APPLICANT OR LICENSEE HAS THE RIGHT:**

1. To engage in a cooperative partnership with the department to provide a safe and nurturing environment for children.
2. To not be discriminated against because of race, religion, color, national origin, sex, age, handicap, marital status, sources of income or programmatic philosophy.
3. To be treated with respect, objectivity, courtesy, dignity and fairness by licensing specialists.

4. To have all written communications, announced and unannounced visits, periodic licensing complaint investigations and any other licensing activities conducted in accordance with applicable statutes, rules and policy.
5. To have an exit conference with the Department of Children and Families licensing specialist at the conclusion of a licensing visit or complaint investigation and to receive the written findings as soon as possible thereafter.
6. To expect that the results of the licensing visit or investigation are based on reasonable, clear, consistent and fair interpretations of applicable licensing rules.
7. To submit a written plan of correction to the department's findings and to have that response made a part of the official licensing record.
8. To request and receive technical assistance from the Department of Children and Families or agency the department contracts with to assist in meeting licensing requirements.
9. To bring to the attention of the licensing supervisor of the licensing specialist any alleged misapplication of regulations, procedures or any substantial

differences of opinion with or inequitable treatment from the licensing specialist.

10. To have a meeting with the licensing supervisor if resolution of differences with the licensing specialist is not achievable.
11. To receive a written notice describing appeal rights regarding any adverse licensing action taken under s. 48.715, Wisconsin Statutes.
12. To receive a written copy of the appeal rights at the time of license application and upon request.

#### **A LICENSE APPLICANT OR LICENSEE HAS THE RESPONSIBILITY:**

1. To submit in a complete and timely fashion materials necessary for initial licensure or continuation (e.g., application, fee, late fee, forfeiture, background check, etc.).
2. To understand and comply with the rules and requirements governing his/her license.
3. To allow unrestricted access to the entire premises, including all records maintained, to the licensing specialist during hours of operation.