

## Personnel Requirements - Child-Placing Agency

This document is intended to be used as a tool to help child placing agency licensees ensure compliance with the personnel requirements of the child placing agency rule. Note: This document does not include all the rules. Read DCF 54 Child-Placing Agencies carefully to ensure compliance with all of the rules.

### EXECUTIVE / ADMINISTRATOR

Possess knowledge of child welfare services and administration skill and leadership. 54.03(2)(b)1.a.  
Documentation of college graduation with 15 graduate credits in social sciences. 54.03(2)(b)1.b.  
Documentation of at least 2 years experience in an administrative or supervisory capacity. 54.03(2)(b)1.c.

### DIRECTOR OF SOCIAL SERVICES (IF EMPLOYED)

Documentation of master's degree from accredited school of social work. 54.03(2)(c)1.  
Documentation of 2 years post master's degree social work experience in a supervisory capacity including experience in family or child welfare. 54.03(2)(c)1.

### CASEWORK SUPERVISOR

Documentation of master's degree in social work or its equivalent and 2 years supervised experience in family or child welfare. 54.03(2)(c)2.  
**If placing children in boarding (foster) care:** Documentation of one year of experience in study, licensing, placement and supervision of foster care. 54.04(1)(f)1.  
**If accepting children under guardianship and placing children for adoption under s. 48.43 (1), s. 48.61 (5) and s. 48.70 (4):** One year's experience in study, placement and post-placement services in an agency authorized to place children for adoption. 54.04(1)(g)2.

### ADVANCED SOCIAL WORKER

**Note the qualifications below for case manager for agencies which provide case management to Level 3-5 foster homes.**

At least 50% of Social Workers must be in the Advanced Social Worker Category by having one of the following qualifications. 54.03(2)(c)3.

- Master's degree in social work **or**
- One year social work graduate work or its equivalent, and 2 years supervised experience in family or child welfare; **or**
- College graduation and 3 years supervised experience in family or child welfare with 12 social work graduate credits plus approved in-service training.

## COLLEGE GRADUATES

**Note the qualifications for case manager for agencies, which provide case management to Level 3-5 foster homes.**

College graduates may be employed who do not have the above training and experience. They shall have a minimum of 15 hours in the social sciences, and within 2 years of employment have completed an approved in-service training program. 54.03(2)(c)4.

## SOCIAL WORK ASSISTANT

Employees shall have professional social worker supervision and **may not** assume the responsibilities and duties assigned to a social worker. 54.03(2)(c)5.

## VOLUNTEERS

If volunteers are used, the agency shall assign an appropriate staff member to evaluate and supervise them and to develop a plan for their orientation, training and use. 54.03(2)(e)

## SUPERVISING AGENCY CASEWORKER FOR LEVEL 3 TO 5 FOSTER HOMES

A caseworker shall have all of the following qualifications to perform the responsibilities under sub. (3) for a child with a level of need of 3 or higher in the agency's care who is placed in a foster home with a Level 3 to 5 certification:

(a) One of the following:

1. A master's degree or higher in a social work or related field.
2. A bachelor's degree and a minimum of 2 years of post degree experience in a social work related field.

(b) Licensed or certified under ch. 457, Stats., and ch. MPSW 3, 6, 11, 12, or 17. DCF 56.15(2)

**\*\*\* No staff may be titled Social Worker if they do not have a license or certificate from the Wisconsin Department of Safety and Professional Services.**

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