



Level 5 Foster Home

Guide to Certification and Placement

November 2025

Division of Safety and Permanence

Purpose

This guide provides an overview of Level 5 foster homes and outlines considerations and resources for agencies looking to license or place a child into a Level 5 foster Home.

Please note, this guide summarizes requirements pursuant to [Wis. Admin. Code § DCF 56](#). In addition, all requirements outlined in the standards and manuals below must be followed:

- [Child Protective Services Access & Initial Assessment Standards](#);
- [Child Protective Services Safety Intervention Standards](#);
- [Wisconsin Ongoing Services Standards](#)
- For a child enrolled in the Children's Long-Term Support (CLTS) Program, agencies must comply with the [Wisconsin Department of Health Services Medicaid Home and Community Based Services Waivers Manual](#);
- If the child has a support plan that includes the use of an approved mechanical restraint or protective equipment, that plan must be in compliance with the [Instructions and Requirements for the Use of Protective Equipment and Mechanical Restraints in Children's Long-Term Support Program Manual](#).

Agencies must also comply with all policies specific to other programs in which the child is involved (e.g. Comprehensive Community Services (CCS)). All private Child Placing Agencies who license Level 5 Homes must additionally comply with [Wis. Admin. Code § DCF 54](#).

Level 5 Foster Home Overview

History

The operation of and placement of a child in a Level 5 foster home requires approval from the Department of Children and Families (DCF) Level 5 panel. Prior to 2011, DCF granted exceptions to operate shift-staffed treatment foster homes under DCFS Memo Series 2006-15. These exceptions were granted to serve the needs of children who needed overnight awake care and were expected to need care into adulthood in a community setting, often for medical reasons. In 2011, the Levels of Care Foster Care Licensing Initiative incorporated Level 5 foster homes into to Wis. Admin. Code ch. DCF 56.135.

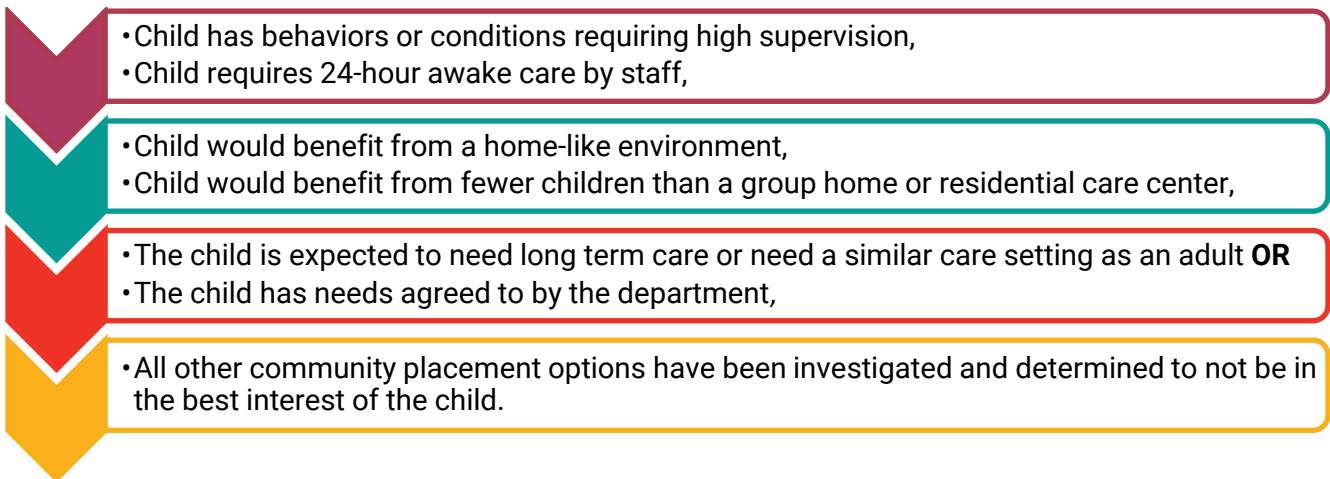
Level 5 foster homes are intended to serve children expected to need long-term care in a community setting. Each home and all services provided in that home are tailored to the identified child's needs and integrates the child into the surrounding community. These homes often continue to be the child's home as they transition into adulthood if they continue to need and qualify for adult services.

Children's Long-Term Support Program Collaboration

The Children's Long-Term Support (CLTS) Program allows participants to receive Medicaid funding for supports and services necessary to live fully integrated lives in home and community-based settings. Most children placed in Level 5 foster homes are eligible to be enrolled in the CLTS Program. The CLTS Program is managed by the Department of Health Services (DHS) that has its own requirements for all children in Level 5 foster homes that are also enrolled in the CLTS Program.

Population Served

Placement in a Level 5 foster home should only be considered when all the conditions pursuant to Wis. Admin. Code § DCF 56.135 (1) (a) apply.



Given the purpose of Level 5 foster homes and the significant care needs identified for children who qualify for placement in these homes, the DCF Level 5 panel does not typically approve placements for more than 2 children in these homes.

Identification of Agency Roles

Placing Agency

The placing agency is the entity that is authorized to place the child into a Level 5 Foster Home. The placing agency is responsible for meeting the requirements outlined in the [Child Protective Services Safety Intervention Standards](#) and [Wisconsin Ongoing Services Standards](#).

Licensing Agency

Level 5 Foster Homes may be licensed by county agencies or private child placing agencies (CPA) approved to license Level 5 Foster Homes. Licensing agency responsibilities of Level 5 Foster Homes include:

- Review the appropriateness of proposed placements into the home.
- Participate in developing, reviewing, and updating each foster child's assessments and treatment plans.
- Provide technical assistance to the foster parent on the development, supervision, and support of program staff.
- Periodically review and update the Level 5 Foster Home policies and procedures.
- Review and maintain records of background checks completed on the foster parent and program staff.
- Review and maintain records of training completed by the foster parent and program staff.

County agencies should consider their ability to meet these expectations when deciding whether to be the licensing agency for a Level 5 Foster Home. County agencies that license Level 5 Homes are responsible for meeting the requirements pursuant to [Wis. Admin. Code ch. DCF 56](#).

Private CPAs that license Level 5 Homes are responsible for meeting the requirements pursuant to [Wis. Admin. Code ch. DCF 56](#) and [Wis. Admin. Code ch. DCF 54](#).

Supervising Agency

Both county agencies and CPAs can supervise a Level 5 foster home. The supervising agency is responsible for overseeing the care and maintenance of the child placed in out-of-home care. The supervising or placing agency must provide all services and supervision pursuant to Wis. Admin. Code ch. DCF 56.15 (2). There are additional responsibilities for supervising agencies of Level 3 to 5 foster homes pursuant to Wis. Admin. Code s. DCF 56.15 (2) (b).

Agreements and Memorandums of Understanding

If a requirement pursuant to [Wis. Admin. Code ch. DCF 56](#) is not designated as the responsibility of a licensing agency, placing agency, or supervising agency, all agencies involved in providing care and maintenance, supervision, or services for a child placed in a Level 5 foster home shall enter a memorandum of understanding to determine responsibility for all requirements for which responsibility is not designated.

MOUs for Level 5 Foster Homes must contain the following details at a minimum:

- Identification of who is the licensing, supervising, and placing agency
- Communication/notification responsibilities between agencies
- Responsibilities of the licensing, supervising, and placing agency
- Responsibilities of the CLTS Program
- Responsibilities of other programs involved (e.g. youth justice, CCS)
- Responsibilities of foster parent and program staff
- Responsibilities of the staffing agency, if applicable
- Serious incident reporting responsibilities
- Payment
- Service provisions

Staffing Agency (LLC or Corporation Employing Program Staff)

The licensing agency or foster parent may choose to contract with a separate agency to provide staffing services, or to hire staff and provide direct care services on their own. When searching for an agency to staff a Level 5 foster home, licensing agencies can reach out to other agencies that license Level 5 foster homes, or agencies that provides direct service to a similar population of children or adults.

Getting Started

Pre-Approval for Specific Child

The timeline to certify and place into a Level 5 foster home varies greatly depending on the agencies' planning and preparedness. The first step is determining if this is an appropriate placement setting for the identified child. The placing agency shall only consider placing a child into a Level 5 foster home as the last community placement option. Agencies are required to complete and submit the [Pre-Approval to Begin Child Specific Planning for a Level 5 Foster Home](#) form to the DCF Level 5 panel via the [Level 5 Foster Home Care Submission Portal](#). The licensing agency and foster parent shall only consider placement of a child in a Level 5 foster home after verification that the Level 5 panel has approved the pre-approval form.

***If the placing agency is a contracted case management agency under the Division of Milwaukee Child Protective Services (DMCPS), the pre-approval form must first be sent to the Level 5 Contract Administrator within the Ongoing Services Section.** The Level 5 panel **will not** review a pre-approval form that DMCPS has not approved. DMCPS requires referred children to be assessed by CLTS and include their assessment with the pre-approval form. Please refer to [DMCPS's Approval Process for Level 5 Foster Home policy](#) for more information.

Once reviewed, the DCF Level 5 panel will either approve or deny the request for the agencies to move forward with planning a Level 5 foster home for the specific child. If the DCF Level 5 panel has not received sufficient information to make a decision, follow-up questions may be asked prior to issuing a decision.

The DCF Level 5 panel will provide a written approval or denial within 10 business days after the panel receives the pre-approval form from the agency and has all the information required to make a decision. **Agencies may not proceed in the development of a Level 5 Foster Home without written approval to do so.**

After the DCF Level 5 panel provides written approval, agencies may start the next steps of locating a physical home, identifying and training a foster parent, hiring and training program staff; and developing plans to support the child in the home. It is important for the placing agency, supervising agency, licensing agency, CLTS Program and any other systems involved to have regular communication throughout the process to ensure that the foster parent, program staff, and physical home location are tailored to meet the child's specific needs.

Developing the Home

Agencies that are placing children in a Level 5 foster home who are or will be enrolled in the CLTS Program should be aware that the setting is subject to the [Home and Community-Based Services \(HCBS\) Settings requirements](#). At a minimum, agencies should consider the following when deciding where to open a Level 5 foster home:

- The home must be in a community setting which provides ample opportunities for community integration (e.g., extracurricular activities, education, peer involvement).
- The home cannot be on the property of another facility.
- The home should be in an area that allows for a child to access necessary services.

- The home should be in an area that promotes family interaction and permanency planning.
- Other considerations specific to the needs of the child.

The home may be rented, bought, or built to meet the specific needs of the child. Most Level 5 foster homes are single family dwellings, or duplexes. When deciding whether to rent, purchase or build a home, agencies should consider the following information:

- The length of time it will take to obtain the home.
- The modifications that may be necessary to the home. Special attention must be given to homes that are rentals and having that agreed upon by the landlord.
- The length of time the agency will use the home for the specific child.

Identifying the Foster Parent

The Level 5 foster parent is ultimately responsible for the safety and well-being of the child. They have multiple responsibilities, including:

- Working in conjunction with the licensing, placing and supervising agencies.
- Overseeing the day-to-day operations of the foster home, including hiring, training, and evaluating program staff.
- Providing oversight and guidance to program staff.
- Participating in the foster child's treatment team and assuming primary responsibility for implementing the in-home care and treatment strategies specified in the foster child's treatment plan.
- Having engaging, in-person contact with the foster child that provides opportunities for the foster parent and foster child to engage in parent-child interactions, such as doing homework, playing games, and going on community outings to create a home-like setting for the foster child.
- Ensuring that program staff are promoting normalcy the foster child by applying the reasonable and prudent parent standard when making decisions concerning a foster child's participation in age or developmentally appropriate extracurricular, enrichment, cultural, and social activities.

In addition to meeting all licensing requirements pursuant to Wis. Admin. Code ch. DCF 56.05, foster parents of a Level 5 foster home must meet the qualifications pursuant to Wis. Admin. Code ch. DCF 56.135 (6) (a). It is the licensing agencies responsibility to review the position description of the foster parent and ensure the person hired as a Level 5 foster parent meets all qualifications.

Change in Foster Parent

The licensing agency must conduct background checks on the foster parent pursuant to Wis. Admin. Code ch. DCF 56.055 to ensure they meet all background check requirements. The licensing agency must also complete an assessment on the identified foster parent prior to issuing their license.

Anytime a foster parent is added to or removed from a Level 5 foster home license, a license modification must be completed, and the DCF Level 5 panel shall be notified. Licensing agencies should consider having multiple foster parents on an individual license for a Level 5 foster home in the event of turnover in the role. **If the foster parent leaves their position and no longer fulfills the responsibilities of a foster parent and a second foster parent is not on the license, then the home is**

no longer licensed. The foster home license is not transferrable; therefore, the home is an unlicensed non-relative placement in the absence of a licensed foster parent. A full application would be required to issue a new foster home license with a level 5 certification.

The DCF 56 exceptions panel will consider granting an exception to have others fulfill the contact requirements pursuant to Wis. Admin. Code s. DCF 56.135 (6) (c) 5. in the event the primary foster parent unexpectedly leaves.

Pre-Placement Training

Foster parents must be adequately trained and equipped to operate a Level 5 foster home and care for children placed in the home. The foster parent of a Level 5 foster home is required to complete 40 hours of training prior to a child being placed in the home.

Program Staff

Program staff are not required to be licensed foster parents. Program staff are responsible for daily supervision and direct care of the child placed in the Level 5 foster home to ensure their safety and well-being, including promoting normalcy for child under the Reasonable and Prudent Parenting Standard. The Level 5 foster parent or licensing agency is responsible to ensure that any applicant for a program staff position meets the qualifications pursuant to Wis. Admin. Code ch. DCF 56.135 (7) (d) and (e).

Hiring and Employment

Prior to program staff being hired, the foster parent or licensing agency must complete background checks on the applicant pursuant to Wis. Stat. s. 48.685 and Wis. Admin. Code ch. DCF 56.055 and obtain 3 favorable references from individuals not related to the applicant. In addition, the foster parent or licensing agency must make a determination that the applicant has not had a license to operate a foster home, group home, or residential care center for children and youth revoked or denied within the last 2 years, has the capacity to successfully nurture and care for children, and does not have a history of a civil action, criminal conviction, or administrative rule violation that is substantially related to the care of a child.

It is also important to understand the applicant's health status. While no condition or diagnosis automatically disqualifies an individual from being employed as a program staff, there are conditions that may influence their ability to care for children with complex needs. Upon hire and prior to working with a child placed in the Level 5 foster home, the foster parent shall require each program staff person provide a statement from a medical provider that the program staff person meets the minimum physical requirements of the position and is in general good health base on a medical exam that was completed within the previous 12 months.

If the foster parent and licensing agency do not agree that a program staff person meets the qualifications to work in the Level 5 foster home, the licensing agency makes the final decision.

Training Requirements

Program Staff are required to complete 40 hours of new hire training and orientation prior to working independently with a child placed in the Level 5 foster home. The specific training topics are listed under Wis. Admin. Code ch. DCF 56.135 (7) (j).

Staffing Ratios

A Level 5 foster home must have program staff in sufficient numbers to meet the following staff-to-child ratios:

- One program staff person for every 2 children during waking hours.
- One program staff person for every 4 children during sleeping hours.

A licensing, placing, or supervising agency or the department may require the number of program staff on duty to be higher than the minimum requirements as necessary to meet the needs of each child and to ensure their safety and welfare.

Uniform Foster Care Rate and Budgeting

The [Uniform Foster Care Rate Setting Policy](#) applies to all children placed in a foster home, including Level 5 foster homes. The monthly foster care rate is the total of the basic rate, supplemental rate, and exceptional rate. Level 5 foster homes are not subject to rate regulation; the administrative rate for a private CPA must be negotiated between the licensing, supervising, and placing agencies. If the licensing agency is a CPA, the administrative rate paid to the CPA may be higher due to the increased responsibilities and requirements of the licensing agency to manage a Level 5 foster home.

If the placing agency is a contracted case management agency under the Division of Milwaukee Child Protective Services (DMCPS), refer to [DMCPS Rate Setting for Level 5 policy](#) to determine the daily foster care rate.

Determining the Rate

The monthly foster care rate is negotiated by the placing agency (payer of Level 5 service) and the entity providing the Level 5 services (foster parent, staffing agency, licensing agency). Those involved in the negotiation of the monthly rate can vary depending on how each home is set up and the structure in which payment is being made. Typically, the CLTS program is not a part of setting the rate or negotiations but can help inform the placing agency of eligible costs under CLTS. DCF **is not** part of these negotiations.

The Child and Adolescent Needs and Strengths (CANS) tool must be completed for any child placed in a Level 5 foster home, which helps determine the supplemental portion of the foster care rate.

The exceptional rate amount is often determined after the development of a monthly budget to run the Level 5 foster home. A monthly budget can be created by calculating all expenses to run the foster home, including wages and fringe benefits for the foster parent and program staff, rent, utilities, and transportation expenses. These costs are documented as an exceptional cost under “Least Restrictive Setting - Foster Parent Supervision, Time, and Training.” Any costs that exceed the department’s maximum foster care monthly payment amount must be documented under “Costs > Spending Limit” on the rate setting page. The exceptional rate can be modified to an amount that would bring the total uniform foster care rate to the total monthly costs agreed upon by the placing agency and other parties.

Payment

Payments for Level 5 foster homes are not required to go directly to the Level 5 foster parent. If the placing agency is not making payments directly to the foster parent listed on the license, the licensing agency can identify the staffing agency or parent agency (CPA, county licensing agency, or the entity

employing the foster parent) in the provider record. This can be done when the foster parent wants payment directed to their business or if the foster parent is an employee of the agency providing staffing to the Level 5 foster home.

If a child is enrolled in the CLTS Program, it can support the cost allowable under their programs. The foster parent would complete the Home-Based Community Settings (HBCS) Tool and work directly with DHS/CLTS staff to become a service provider for the child. Allowable costs under CLTS can be paid directly to the foster parent, with the remaining costs paid to the foster parent through the foster care rate setting process. The CLTS Program is prohibited from funding costs associated with room and board. [DHS Memo DMS 2024-01](#) and the [CLTS Waiver Program Manual](#) provide additional information on the use of CLTS funds and foster care services. A detailed budget of the monthly costs can be helpful when determining what costs can be supported through CLTS. The placing agency is responsible for any costs not covered under CLTS. More information on CLTS Program expenses can be found on the [DHS website](#).

Application for Certification and Child's Placement into the Home

Once development of the home is complete and the home is ready for placement, the licensing agency must submit the following documents to DCF Level 5 panel via the [Level 5 Foster Home Care Submission Portal](#).

- [Initial Application for Certification and Child Placement Level 5 Foster Home](#)
- Memorandum of understanding (MOU), if applicable
- Child's most recent behavioral support/crisis plan
- Emergency medical protocols, if applicable

The DCF Level 5 panel will review the application materials, schedule a virtual meeting (referred to as a site visit) with the foster parent, licensing agency, and placing agency to discuss the child and their placement into the home. The following topics are discussed during these meetings:

- Review of submitted application materials.
- The plan for the child's transition to the Level 5 foster home and integration into the community/neighborhood.
- The child's daily schedule in the Level 5 foster home.
- The plan to support the child's educational needs and what school the youth will attend.
- The community programs and services that the child will be engaged in while placed in the Level 5 foster home.
- Independent living services that the child will participate in while in the Level 5 foster home.
- The child's family interaction plan and their family's involvement at the Level 5 foster home.
- If moving into the adult care system within the next 2 years, the plan for transitioning the youth into adult care.
- Any exceptions needed for Level 5 foster home license

The virtual meeting will conclude with a "walk through" of the foster home, led by the foster parent.

The DCF Level 5 panel will either approve or deny the certification of the Level 5 foster home and child's placement within 20 business days of receiving the completed application and has all the information required to make a decision.

The CLTS Program has separate requirements, processes, and approvals that happen outside of the Level 5 Foster Home application. These CLTS specific discussions and questions should occur with the local CLTS professional or a DHS representative.

Level 5 Foster Care License

The licensing agency must inform the DCF Level 5 panel of the effective start date of the Level 5 foster care license. The license may be effective for a period not to exceed 2 years and may be renewed upon successful completion of the relicensing requirements. Exceptions may be granted to Level 5 foster home license by the department's exception panel. Below are the most common exceptions requested for a Level 5 foster home license.

Citation	Provision
56.04 (10)	License prohibition. No licensing agency may issue a foster home license to an employee of the agency or to the relative of an employee of the agency if the employee works in the child welfare area of the agency. This subsection does not apply to a volunteer for the agency. Note: The intent of this requirement is to prevent possible conflicts of interest.
56.04 (11)	No multiple licenses. No foster parent may hold more than one license to operate a foster home under this chapter.
56.09 (14) (f) 2.	A foster parent may not do any of the following: Restrain a foster child using any physical apparatus that interferes with the free movement of their limbs and body.
56.22 (7) (c)	A foster child whose level of need is lower than 5 may not be placed in a Level 5 foster home, except for continuation of an existing placement during planning for the foster child's transition to a less restrictive setting following a reassessment under sub. (3) (b).

Approvals

When a Level 5 foster home or placement is approved, the DCF Level 5 panel will issue an approval letter to the licensing agency. This letter will provide timeframes and conditions of an approval. Agencies must follow all conditions of an approval. Licensing agencies with access to eWiSACWIS, must upload this approval letter as an image under the licensing record and submit any license exception requests for the Level 5 foster home through eWiSACWIS. For licensing agencies without access to eWiSACWIS, Maximus will upload the approval letter and enter the exception request in eWiSACWIS.

An approval from the DCF Level 5 panel for the certification or placement in a Level 5 foster home is separate from CLTS Program approvals for additional funding, home modifications and CLTS program enrollment. CLTS Program funding must be used in accordance with processes and requirements in the CLTS Program Manual ([P-02256](#)).

Documentation

All of the requirements under [DCF Memo Series 2015-02](#), *Documentation Requirements for Foster Care Providers in eWiSACWIS*, apply to Level 5 foster homes.

Respite

A Level 5 foster home may only provide respite care to a child who was previously placed in the foster home, or a child specifically identified and approved by the department on a planned basis.

To request respite for a specific child, the licensing agency must submit an [Application for Providing Respite in Level 5 Foster Home \(DCF-F-5527-E\)](#) to the DCF Level 5 panel. The application must include information regarding the child's needs, the planned respite schedule, and how respite may affect any current placements. There is a separate approval process to request the use of CLTS funds for respite services. Any agency that intends to use CLTS funds for respite services must follow CLTS procedures for that request.

Protective Equipment and Mechanical Restraints

Requests for the use of protective equipment and mechanical restraint must be preceded by documented attempts to use alternative behavioral strategies and assessment into the functions of and reasons behind the child's behavior. Service providers, county agencies, the foster parent, and the child and their family must work together to evaluate and make changes to the support plan or individual service plan (ISP) and identify other resources to prevent the need for use of restrictive measures. This evaluation should ensure that the support or individual service plan includes the appropriate positive behavioral interventions, supports, and other strategies to address the behavior of concern and that adequate referrals or connections are made to supports and services for the foster parent, child, and their family. If following this comprehensive evaluation, the team continues to feel that the use of protective equipment or mechanical restraint is the least restrictive intervention to maintain the child's safety, an application for the use of protective equipment or mechanical restraint should be completed.

DCF and DHS Approvals

Applications for children enrolled in CLTS program must be submitted to DHS using form [Application for the Use of Protective Equipment or Mechanical Restraint - CLTS and CCOP \(F-00926\)](#), and follow all requirements outlined in [Instructions and Requirements for the Use of Protective Equipment in the Children's Long-Term Support Programs \(DHS P-02616\)](#). Simultaneously, an exception request for the use of protective equipment or mechanical restraint is required to be submitted to the DCF 56 exceptions panel upon approval by the Level 5 panel. The use of protective equipment or mechanical restraint for a child placed in a Level 5 foster home must be approved by both DCF and DHS prior to use. There will be conditions of the approval that will be monitored throughout the life of the approval.

While the CLTS program is most likely to complete and assemble the application for restrictive measures, the other agencies working with the home and child should be included in planning and must agree with the support plan including the use of protective equipment or mechanical restraint.

The approval for the use of protective equipment or mechanical restraint can be rescinded by the DCF Level 5 panel, DCF 56 exceptions panel, or DHS upon determination that there has been a negative impact on the child, if there is any injury to the child or staff at the home, the restraint is used outside of the scope of the approval, or if the provisions of the approval are not fulfilled. If protective equipment or

mechanical restraint is used outside the scope of an approval and/or results in an injury, agencies must submit an incident report to DCF and DHS within prescribed timelines.

Renewals

If the child's team determines that there is a continued need for protective equipment or mechanical restraint after a prior approval, a renewal application must be submitted prior to the expiration date. The application should be submitted at least 45 days before the date of the approval's expiration to ensure timely approval of the renewal request. The DCF Level 5 panel will review the renewal application and evaluate the progress towards the reduction or elimination of the need for protective equipment or mechanical restraints.

Incident Reporting

Depending on the agencies involved, different incident reporting requirements exist. In all Level 5 foster homes, serious incident reporting requirements pursuant to Wis. Admin. Code s. DCF 56.06 must be followed. If the licensing agency is a private CPA, the CPA must **also** follow the incident reporting requirements pursuant to Wis. Admin. Code s. DCF 54.06 (3) (b). [Child Welfare Licensing Memo Series 2022-01-lic](#) outlines the process for reporting all serious incidents. For children enrolled in the CLTS Program, incidents must be reported to DHS in the manner prescribed by the [Wisconsin Department of Health Services Medicaid Home and Community Based Services Waiver Manual](#).

All agencies involved with a Level 5 foster home must have a Memorandum of Understanding that outlines who will be responsible for incident reporting requirements.

Follow up

The licensing agency must respond to serious incident reports as necessary to the situation, including reporting to CPS if necessary. Serious incident reports should be evaluated for patterns and identification of areas to improve. The serious incident report must be documented in the licensing file, child's case file, and incorporated into any data collection on incidents. The CLTS Program also has a responsibility to remediate and prevent future incidents to the extent possible. The CLTS Program partners with the licensing and placing agencies to develop plans that ensure child health, well-being and safety.

Transitions to Adulthood

Children placed in Level 5 foster homes often continue to reside in the home into adulthood. The child's team should initiate early planning to determine next steps in planning a transition to adult services.

- Initiate early collaboration between the CLTS program, the child's parents/guardian, the Level 5 foster parent, and the local Aging and Disability Resource Center (ADRC),
- Children enrolled in the CLTS program should be referred to the ADRC for completion of an adult long term care functional screen at the age of 17.5 to determine their eligibility for the adult long-term care. Check with the CLTS agency for any county specific processes.
 - **If eligible**, many young people continue to reside in their Level 5 foster home into adulthood as Level 5 foster homes may be dually licensed as an adult family home.

- **If not eligible**, the young person may be eligible for extension of out-of-home care pursuant to [Wis. Stat. s. 48.366](#) or [Wis. Admin. Code ch. DCF 21](#).
 - If the young person remains under an extension of out-of-home care, they may remain enrolled in the CLTS program until discharge from their placement, and their team should work to prepare the young person to transition to other community supports and services.

Renewal Applications for Certification or Placement

Agencies are required to complete and submit the [Renewal Application for Certification and Child Placement](#) to the DCF Level 5 panel via the [Level 5 Foster Home Care Submission Portal](#). To ensure no lapse in licensure, it is important for licensing agencies to **submit the renewal application at least 30 days prior to the expiration of the Level 5 foster home license**. A site visit is not required for the renewal process. However, the DCF Level 5 panel has discretion to determine the necessity of a site visit.

Additional Placements

Before a new child is placed in a Level 5 foster home, the licensing agency and the foster parent must evaluate the compatibility of this child with the child currently placed in the home. The placement of a child in a Level 5 foster home may not displace or endanger the health, safety, or well-being of any foster child currently placed in the foster home. Given the purpose of Level 5 foster homes and the significant care needs identified for children who qualify for placement in these homes, the DCF Level 5 panel does not typically approve placements for more than 2 children in these homes.

Summary of Training Requirements

Training Type	Ch. DCF 56 Admin. Code Citation	Level 5 Foster Parent
Preplacement: 40 hours	56.135 (6) (b) 1.	<p>The preplacement training for the foster parent of a Level 5 foster home shall include information on all the following:</p> <ul style="list-style-type: none"> (a) The standardized preplacement training curriculum for a foster parent who operates a foster home with a Level 1 or 2 certification (56.14 (6) (a)). (b) School advocacy. (c) Cardiopulmonary resuscitation. (d) First aid. (e) Blood-borne pathogens. (f) Medication management. (g) Patient's rights. (h) Positive behavioral supports. (i) Individual service plans. (j) Emergency plans. (k) Six hours of child-specific or population-specific training, orientation, or observation. (L) Service coordination.

Training Type	Ch. DCF 56 Admin. Code Citation	Level 5 Foster Parent
Initial: 30 hours	56.135 (6) (b) 2.	The initial licensing training for the foster parent of a Level 5 foster home shall include information on all the following: (a) The topics required under the initial licensing training for a foster parent who operates a Level 3 foster home (56.14 (7e)). (b) Six hours of child-specific or population-specific training.
Ongoing: 24 hours each year of licensure	56.135 (6) (b) 3.	The ongoing training for the foster parent of a Level 5 foster home shall include all the following: (a) Content that meets at least one of the purposes of foster parent training under s. 48.67 (4), Stats. (b) Child maltreatment and reporting requirements. (c) Prompt and adequate treatment. (d) Any required reauthorizations for first aid, blood-borne pathogens, and cardiopulmonary resuscitation. (e) Eight hours of child-specific or population-specific training.

Training Type	Ch. DCF 56 Admin. Code Citation	Level 5 Program Staff
Training and Orientation: 40 hours	56.135 (7) (j)	Each program staff person who provides care for a foster child in a Level 5 foster home shall complete the following training and orientation prior to working independently with a foster child: (a) The standardized preplacement training curriculum for a foster parent who operates a foster home with a Level 1 or 2 certification (56.14 (6) (a)). (b) School advocacy. (c) Cardiopulmonary resuscitation. (d) First aid. (e) Blood-borne pathogens. (f) Medication management. (g) Patient's rights. (h) Positive behavioral supports. (i) Individual service plans. (j) Emergency plans. (k) Fifteen hours of child-specific or population-specific training, orientation, or observation.
Ongoing: 24 hours in each year after the initial year of employment	56.135 (7) (k)	The ongoing training for the program staff of a Level 5 foster home shall include all the following: (a) Content that meets at least one of the purposes of foster parent training under s. 48.67 (4), Stats. (b) Child maltreatment and reporting requirements. (c) Prompt and adequate treatment. (d) Any required reauthorizations for first aid, blood-borne pathogens, and cardiopulmonary resuscitation. (e) Eight hours of child-specific or population-specific training.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call the Division of Safety and Permanence at (608) 266-8787. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.