

Frequently Asked Questions for Foster Care Exception Requests

Wis. Admin. Code ch. DCF 56 establishes licensing requirements for foster homes and foster parents to protect the health, safety, and well-being of children placed into foster homes. DCF 56.24 (2) gives the DCF 56 Exceptions Panel authority to grant an exception to a nonstatutory requirement in this chapter that the licensing agency may not grant.

Licensing agencies must agree with the exception request prior to sending it to the DCF 56 Exceptions Panel. The intent of this document is to provide licensing agencies with guidance on what information to submit to the DCF 56 Exceptions panel when requesting a foster home licensing exception and limit questions from the panel to the licensing agency when a request is received. This document is not meant to be an all-inclusive list of licensing exceptions that can be requested, rather a list of exceptions that are commonly requested and common questions sent back to the licensing agency prior to the panel making a decision.

While it is the goal of the DCF 56 Exceptions Panel to have consistent decision making when granting exceptions, it is within the purview of the panel to approve or deny these requests on a case-by-case basis. The DCF 56 Exceptions Panel may require additional stipulations that are specific to the provider and/or children placed in the home when granting an exception.

Licensing agencies with access to eWiSACWIS must submit their exception requests through eWiSACWIS. Licensing agencies that do not have access to eWiSACWIS must submit exceptions requests through the Foster Home Exception Request Submission Portal and include one of the appropriate exception attachments: [Application to DCF Exceptions Panel for Exception to Ch. DCF 56](#) (DCF-F-CFS0847) or [Application to DCF Exceptions Panel for Exception to Ch. DCF 56.085 \(1\)](#) (DCF-F-5229).

DCF 56.04 Licensing		
Administrative Rule	Rule Narrative	Information that is required to be provided to the panel when submitting the exception request
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.	<ul style="list-style-type: none">Describe the nature of the relationship between the applicant and the agency.Describe how the agency will manage any 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.	<ul style="list-style-type: none">Discuss the foster parent's role on each license.Discuss how the foster parent splits their time and caregiving responsibility between each foster home.Discuss how caregiving needs of each child are/will be met.Describe who the foster parent will utilize as a backup caregiver for each foster home in emergency situations.

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DCF 56.085 Capacity		
Administrative Rule	Rule Narrative	Information that is required to be provided to the panel when submitting the exception request
56.085 (1) (a) Total number of persons receiving care.	Total number of persons receiving care. The number of persons receiving care in a foster home, including the combined total of foster children, children of the foster parent who are minors or less than 19 years of age and in high school, children receiving respite care, other children, and adults who need care may not exceed the following: (a) In a foster home with a Level 1 to 2 certification, 8 persons.	<ul style="list-style-type: none"> • Indicate who is all currently receiving care in the home and the permanency goal of any foster children placed in the home. • Describe the children to be placed in the home, including their age, specific needs, permanency goal, and identified permanency resource. • Describe the placing agency's efforts to locate an alternative placement, including relative or like-kin placement (if a non-relative placement). • Describe the sleeping arrangements for all individuals in the home. • Describe the capacity of the foster parent(s) to provide care to all the individuals in the household. • Describe the support the licensing, supervising, and/or placing agency will provide to the children placed in the home and foster parents.
56.085 (1) (b) Total number of persons receiving care.	Total number of persons receiving care. The number of persons receiving care in a foster home, including the combined total of foster children, children of the foster parent who are minors or less than 19 years of age and in high school, children receiving respite care, other children, and adults who need care may not exceed the following: (b) In a foster home with a Level 3 to 5 certification, 6 persons.	<ul style="list-style-type: none"> • Indicate who is all currently receiving care in the home and the permanency goal of any foster children placed in the home. • Describe the children to be placed in the home, including their age, specific needs, permanency goal, and identified permanency resource. • Describe the placing agency's efforts to locate an alternative placement, including relative or like-kin placement (if a non-relative placement). • Describe the sleeping arrangements for all individuals in the home. • Describe the capacity of the foster parent(s) to provide care to all the individuals in the household. • Describe the support the licensing, supervising, and/or placing agency will provide to the children placed in the home and foster parents.
56.085 (2) Number of foster children.	Number of foster children. Care and maintenance may be provided for no more than 6 foster children in a foster home, except as provided in sub. (4) or (5). Note: this only applies to Level 1 and 2 foster homes when seeking approval for placement of 9 or more foster children to adhere to 56.085 (1) (a). Note: this only applies to Level 3 and 4 foster homes when seeking approval for placement of 7 or more foster children to adhere to 56.085 (1) (b).	<ul style="list-style-type: none"> • Describe the connection between the foster children placed in the home (siblings, parental connection between minor parent and minor child, or established meaningful relationship between child and foster parent). • Indicate who is all currently receiving care in the home and the permanency goal of any foster children placed in the home. • Describe the children to be placed in the home, including their age, specific needs, permanency goal, and identified permanency resource. • Describe the placing agency's efforts to locate an alternative placement, including relative or like-kin placement (if a non-relative placement). • Describe the sleeping arrangements for all individuals in the home. • Describe the capacity of the foster parent(s) to provide care to all the individuals in the household.

		<ul style="list-style-type: none"> Describe the support the licensing, supervising, and/or placing agency will provide to the children placed in the home and foster parents.
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DCF 56.09 Care of Foster Children		
Administrative Rule	Rule Narrative	Information that is required to be provided to the panel when submitting the exception request
56.09(14) (e) 2. c. Discipline	<p>A foster parent may not do any of the following:</p> <ul style="list-style-type: none"> Restrain a foster child using any physical apparatus that interferes with the free movement of their limbs and body. 	<ul style="list-style-type: none"> Describe the physical apparatus and its use to limit or impede the free movement of the child. Discuss the training the foster parent received regarding the utilization of the physical apparatus that limits or impedes the free movement of the child. Describe the behavioral support plan to avoid and eliminate the use of a restraint. If the child is enrolled in the CLTS (Children's Long-Term Support) program, provide a copy of the approved CLTS restrictive measures plan. If the child is not enrolled in the CLTS program, discuss why they are not eligible or the steps being taken to enroll them into the program. <p>Note: DHS requires a separate application for the use of restraints for children enrolled in the CLTS program. If an exception is being requested for a child enrolled in CLTS, DHS approval must be submitted with the exception request.</p>

DCF 56.13 Foster Home Level of Certification for Levels 1 to 4		
Administrative Rule	Rule Narrative	Information that is required to be provided to the panel when submitting the exception request
56.13 (4) (a) 2. Level 2 Foster Home Training	Each foster parent who operates a Level 2 foster home shall complete a minimum of 30 hours of initial licensing training under s. DCF 56.14 (7) during the initial licensing period.	<ul style="list-style-type: none"> List the modules the foster parents have completed/need to be completed. Explain the reason the family was unable to complete the training requirement. The plan to complete the remaining modules, including whether the foster parents are signed up to complete the missing modules. The time it will take for the foster parents to complete the missing modules, which cannot exceed six months.
56.13 (5) (b) 2. Level 3 Foster Home Training	Each foster parent who operates a Level 3 foster home shall complete a minimum of 24 hours of initial licensing training under s. DCF 56.14 (7e) during the initial licensing period.	<ul style="list-style-type: none"> List the modules the foster parents have completed/need to be completed. Explain the reason the family was unable to complete the training requirement. The plan to complete the remaining modules, including whether the foster parents are signed up to complete the missing modules.

		<ul style="list-style-type: none"> The time it will take for the foster parents to complete the missing modules, which cannot exceed six months.
56.13 (6) (b) 2. Level 4 Foster Home Training	Each foster parent who operates a Level 4 foster home shall complete a minimum of 30 hours of initial licensing training under s. DCF 56.14 (7e) during the initial licensing period.	<ul style="list-style-type: none"> List the modules the foster parents have completed/need to be completed. Explain the reason the family was unable to complete the training requirement. The plan to complete the remaining modules, including whether the foster parents are signed up to complete the missing modules. The time it will take for the foster parents to complete the missing modules, which cannot exceed six months.

DCF 56.14 Foster Parent Training		
Administrative Rule	Rule Narrative	Information that is required to be provided to the panel when submitting the exception request
56.14 (7) (a) Initial Licensing Training for Level 2	<p>The department shall approve a standardized curriculum for initial licensing training for a foster parent who operates a Level 2 foster home.</p> <ol style="list-style-type: none"> 1. Permanency. 2. Cultural dynamics in placement. 3. Child abuse and neglect. 4. The impact of maltreatment on child development. 5. Attachment. 6. Separation and placement. 7. The importance of maintaining a foster child's family connections. 8. Guidance and positive discipline. 9. Access to resources. 	<ul style="list-style-type: none"> Indicate if the training curriculum provided by agency is already approved by DCF. Explain the rationale for the request, including how the competencies for the training will be met. Indicate what state the training was completed in (if out of state). Provide information on training curriculum completed if including curriculum topics and hours completed.