

ORDERING INFORMATION – CHILD WELFARE LICENSING INQUIRY PACKETS

Use of form: Use of this form is voluntary; however, if the requested information is not provided, the department may be unable to process your request. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Instructions: To order an Inquiry Packet containing the information that you will need to begin planning your program, follow the steps below:

1. Determine the type of program you want to open.

Child Placing Agency – DCF 54	A child welfare program regulated under DCF 54 that is licensed to place children in licensed family foster homes and licensed group homes.
Group Foster Home – DCF 57	A child welfare program that provides 24-hour care and maintenance to 5 to 8 children.
Residential Care Center for Children and Youth – DCF 52	A child welfare program that provides residential care and treatment services for children, youth and young adults.
Shelter Care Facility – DCF 59	A child welfare program that provides short-term, nonsecure residential care and physical custody of children pending court action.

2. Complete the “Request for Child Welfare Licensing Inquiry Packet” section at the bottom of this page.

3. Make check or money order payable to the “**Department of Children and Families.**”

4. Mail the completed request form and payment to:

DCF / DSP
ATTN: Cheryl DeNoble – E200
201 E WASHINGTON AVE
PO BOX 8916
MADISON WI 53708-8916

REQUEST FOR CHILD WELFARE LICENSING INQUIRY PACKET

Name	Telephone Number ()
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Mailing Address (Street, City, State, Zip Code)

Type of Packet	Number of Packets	Amount
Send me: <input type="checkbox"/> Child Placing Agency Packet (\$25.00 each)	_____	\$ _____
<input type="checkbox"/> Group Foster Home Packet (\$25.00 each)	_____	\$ _____
<input type="checkbox"/> Residential Care Center Packet (\$25.00 each)	_____	\$ _____
<input type="checkbox"/> Shelter Care Facility Packet (\$10.00 each)	_____	\$ _____
	Total Amount	\$ _____