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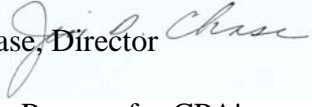
State of Wisconsin

Department of Health and Family Services

October 10, 2002

BRL CW Memo 2002-03

TO: Child Placing Agency Licensing Staff

FROM: Jill D. Chase, Director 

RE: Exceptions Process for CPA's
Updated Child Foster Care Licensing Checklist

This memo provides information regarding 1) current procedures for granting exceptions to HFS 56 Foster Home and HFS 38 Treatment Foster Home rules; and 2) the new Child Foster Care Licensing Checklist.

Both HFS 56 and HFS 38 permit a licensing agency, upon written request of a license applicant or licensee, to grant an exception to any non-statutory requirement in the rules other than several specified requirements. The revised HFS 56 also establishes a Department Exceptions Panel that has the authority to grant exceptions to any non-statutory rule requirement for which a licensing agency cannot grant an exception, provided that the licensing agency agrees. BRL licensing staff is not responsible for reviewing exception requests from Child Placing Agencies. If a CPA wishes to request an exception to a requirement which the agency is not authorized to review, the CPA should be instructed to submit an exception request to the panel via the CFS-847 "Application to DHFS Exceptions Panel" form.

The Child Foster Care Licensing Checklist has been updated to be consistent with the recently revised HFS 56 Administrative Code. A copy of the revised checklist is attached. It can also be accessed at: <http://www.dhfs.state.wi.us/forms/dhfs/CFS0787.pdf>

cc: Licensing Chiefs
Sally Hanco Dees