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Department of Health and Family Services

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June 18, 2004

BRL CW Memo-04-02

TO: Directors, Licensed Child Placing Agencies

FROM: Jill Chase, Director
Bureau of Regulation and LicensingRE: **STATUS OF FOSTER HOME AND TREATMENT FOSTER HOME LICENSES**

Maximus, Inc. is under contract with the Department of Health and Family Services to enter certain information on foster and treatment foster home licenses issued by Child Placing Agencies into the Wisconsin Automated Child Welfare Information System (WiSACWIS). The information pertaining to the changes in the status of a foster home or treatment foster home license is required for Title IV-E monitoring and auditing purposes. The information pertaining to the demographics of the individuals listed on the foster home and treatment foster home licenses is required for the federal Adoption and Foster Care Analysis Reporting System (AFCARS).

This memo provides direction regarding the foster home and treatment foster home licensing information that Child Placing Agencies licensed under s. 48.60 must provide to Maximus, Inc. on a continuing basis. Child Placing Agencies must provide to Maximus, Inc. all of the following information about or changes in or modifications to the status of a foster home or treatment foster home license:

- A license is issued
- A license is renewed
- An active license is closed (i.e., the agency determines that no future placements will be made to the licensee on a temporary or permanent basis)
- An active license is revoked
- An active license expires
- A change in address to an active license
- A change in the capacity of the foster home or treatment foster home
- A change in the age limit to an active license
- A change in the gender limit to an active license

Child Placing Agencies must also provide Maximus, Inc. with the date of birth, race, Hispanic ethnicity, and marital status for each individual listed on the foster home or treatment foster home license.

This information is to be provided to Maximus, Inc. at the following address or by e-mail.

Maximus, Inc.
CPA Licensing Records
DHFS/DCFS
P.O. Box 8916
Madison, WI 53708-8916
weberjm@dhfs.state.wi.us
FAX: (608) 266-0940

REGIONAL OFFICE CONTACT: Licensing Chief

CENTRAL OFFICE CONTACTS:

Sally Hanko Dees
Child Welfare Licensing Specialist
DHFS/DCFS/BRL
P.O. Box 8916
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Susan McLeish
IV-E Program Specialist
DHFS/DCFS/BPP
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MEMO WEB SITE: <http://dhfs.wisconsin.gov/partners/local.htm>

cc: Sally Hanko Dees, BRL
Susan McLeish, BPP
Sandy Palmgren, Maximus
Licensing Chiefs/Deputy Chiefs