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**State of Wisconsin**

**Department of Health and Family Services**

**DATE:** June 29, 2004 **BRL CW Memo 2004-02B**

**TO:** Directors, Private Child Placing Agencies

**FROM:** Jill Chase, Director *Jill O. Chase*  
Bureau of Regulation and Licensing

**RE:** **Foster Home File Reviews in CPA Branch Offices**

As you are aware, the Department of Health and Family Services has been implementing various efforts to assure compliance with federal review standards for child welfare programs.

As part of that process, the Bureau of Regulation and Licensing (BRL) will be conducting case file reviews of foster homes licensed by private child placing agencies and served by CPA branch offices.

The file reviews will consist primarily of verifying provider licensing information and criminal background checks.

BRL Compliance Specialists Linda Ausse and Jeanne Nelson will be conducting the reviews.

Your agency will be contacted in the near future to arrange site visits to one or more of your CPA branch offices.

If you have questions regarding the review process, you may contact Sally Hanko Dees at 608-266-0415, e-mail [deessh@dhfs.state.wi.us](mailto:deessh@dhfs.state.wi.us).

cc: Licensing Chiefs/Deputy Chiefs  
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