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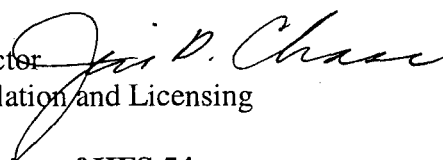
State of Wisconsin

Department of Health and Family Services

May 31, 2006

BRL CW Memo-2006-05

TO: Child Placing Agency Licensees  
Bureau of Milwaukee Child Welfare

FROM: Jill Chase, Director   
Bureau of Regulation and Licensing

RE: **Annotated Version of HFS 54**

The Bureau of Regulation and Licensing has updated the annotated version of HFS 54, the Wisconsin Administrative Code for Child Placing Agencies. This annotated rule was originally developed and printed in January, 2005. The annotated rule includes italicized text in the right-hand column which is intended to provide clarification and direction and assist child-placing agencies in applying the rule requirements in the way intended by the Department.

The Bureau of Regulation and Licensing has revised the annotated rule to include the Omnibus rule changes from 2004. These minor revisions include rule language regarding the application process, license denial or revocation, patient rights, grievance resolution procedures and compliance with administrative rules and laws. Some additional annotated or italicized language has been added as well as appendices. New appendices include: a list of regional offices, key statutes relating to child placing agencies, HFS 12 Caregiver Background Checks, HFS 92 Confidentiality of Treatment Records, HFS 94 Patient Rights, The Indian Child Welfare Act and the instructions for ordering forms. It is hoped that this document will assist you in applying and understanding HFS 54 regulations.

The information incorporated into this document constitutes and has the effect of Department policy. As any of these interpretations/policies change, you will be notified and directed to the web address where the revised document can be found.

A copy of the annotated HFS 54 is enclosed. The document can also be found at:

[http://dhfs.wisconsin.gov/rl\\_dcfs/index.htm](http://dhfs.wisconsin.gov/rl_dcfs/index.htm)

If you have any questions please contact Mary Morse at 1 West Wilson Street, P.O. Box 8916, Madison 53708-8916; phone (608) 266-0415 or e-mail [morseme@dhfs.state.wi.us](mailto:morseme@dhfs.state.wi.us).



DIVISION OF CHILDREN AND FAMILY SERVICES

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**State of Wisconsin**  
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Encl.

cc: BRL Licensing Chiefs/Licensing Supervisors  
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