


To: DCF Area Administrators  
Bureau Directors  
Child Placing Agency Directors  
Child Welfare Agency Directors  
County Departments of Community Programs Directors  
County Departments of Developmental Disabilities Services Directors  
County Departments of Human Services Directors  
County Departments of Social Services Directors  
Group Home Providers  
Indian Child Welfare Directors  
Private Child Placing Agencies  
Residential Care Center Providers  
Section Chiefs/Licensing Chiefs  
Shelter Care Providers  
Tribal Chairpersons/Human Services Facilitators

From: Fredi Bove   
Administrator

As provided in the biennial budget (2009 Wisconsin Act 28) and the promulgation of the Permanent Rules for Foster Care and Adoption, the second phase of the Levels of Care Foster Care Licensing Initiative became effective September 1, 2011. A summary of the changes from the proposed permanent rule from the public hearings are attached at the end of this document. As a result of the permanent rule, the Division has created a number of tools to assist counties, tribes, and Child Placing Agencies with the changes to the foster care and adoption programs.

### Forms and Publications

The following forms and publications have been created or updated to assist agencies across the state in the implementation of the changes:

- DCF 50, Facilitating The Adoption of Children with Special Needs  
[http://docs.legis.wisconsin.gov/code/admin\\_code/DCF/021\\_099/50](http://docs.legis.wisconsin.gov/code/admin_code/DCF/021_099/50)
- DCF 56, Foster Home Care for Children  
[http://docs.legis.wisconsin.gov/code/admin\\_code/DCF/021\\_099/56](http://docs.legis.wisconsin.gov/code/admin_code/DCF/021_099/56)
- DCF 56, Foster Home Care for Children - DCF-P-PFS 0131  
<https://dcf.wisconsin.gov/publications>
- Understanding the Uniform Foster Care Rate Setting - DCF-P-PFS0142  
<https://dcf.wisconsin.gov/publications>
- Child and Adolescent Needs and Strengths (CANS) Frequently Asked Questions  
<http://dcf.wisconsin.gov/files/cwportal/fc/pdf/cans/faq.pdf>
- Learn more about the Child and Adolescent Needs and Strengths (CANS) tool  
<https://dcf.wisconsin.gov/cans>
- What the Child Welfare Team Needs to Know About the Child and Adolescent Needs and Strengths (CANS) Tool  
<https://dcf.wisconsin.gov/files/cwportal/fc/pdf/cans/cans-facts-prof.pdf>

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### Document Summary

This memo summarizes the changes to the proposed permanent rule to the final rule of Chs. DCF 56 and 50. Additionally, it provides updated resources for foster care licensing and CANS frequently asked questions.

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- What Foster Parents Need to Know About the Child and Adolescent Needs and Strengths (CANS) <https://dcf.wisconsin.gov/files/cwportal/fc/pdf/cans/cans-facts-fp.pdf>
- Levels of Care Foster Care Licensing - DCF-P-2644 <https://dcf.wisconsin.gov/publications>

**Documenting a Foster Care Maintenance Rate for Receiving/Assessment Homes, First 30 Days**

The interim method to appropriately document use of receiving/assessment homes is provided in the updated “How Do I Guide”: <https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides>

To document a rate setting for the Basic and Exceptional components of the Uniform Foster Care Rate during the first 30 days a worker may make a one-time only payment or use the interim method while the child’s team is working on completing the CANS for the Supplemental portion of the maintenance rate for placements in receiving/assessment foster homes when the 30 day timeframe spans more than one month.

Placement in a receiving/assessment foster home constitutes a placement into foster care, which typically occurs at the beginning of a placement episode. Children placed in these settings are subject to the Uniform Foster Care Rate (UFCR) setting policy regardless of how payment to these providers is arranged by the agency. For instance some agencies agree to pay a higher amount to foster families during the first 10 days if they are willing to accept placements during on-call hours or with little notice.

The placement must be ended on or before the 30th day of placement to coincide with policy; if the child remains in the same foster home this does not mean that the deadline for completing the CANS has been extended an additional 30 days. If the placement is to continue, a new placement and subsequent UFCR (reflecting actual supplemental and exceptional fees) should be created, as stated in DSP Memo Series 2011-03 Uniform Foster Care Rate Setting.

With the addition of the new service type for a 30 day pre-CANS, the Reporting Category will need to be updated by your agency financial worker. This update will ensure that the financial interface works.

**Technical Assistance**

The Division is committed to continuing to provide technical assistance regarding the Levels of Care Foster Care Licensing Initiative and the changes to the Foster Care program.

The LOC section of the DCF website on the Foster Care page for the Levels of Care Initiative continues to be updated as new resources are developed or trainings are scheduled at the following link: <https://dcf.wisconsin.gov/loc> .

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CENTRAL OFFICE CONTACT: Out of Home Care Section Chief  
Division of Safety and Permanence  
608-422-6930

MEMO WEB SITE: <https://dcf.wisconsin.gov/cwportal/policy>