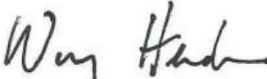


To: DCF/DMCPS Administrator
DCF Area Administrators
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Group Home Providers
Tribal Social Service/Indian Child Welfare Directors
Private Child Placing Agencies
Residential Care Center Providers
Shelter Care Providers
Tribal Chairpersons

From: Wendy Henderson
Administrator 

Re: Safe at Home Resources for Child Protective Services (CPS) Professionals

PURPOSE

This memorandum provides information regarding the Safe at Home documentation resources now available to local child welfare agencies. These resources are intended to serve as guides for and supports related to documenting the addresses of children, caregiving adults, and out-of-home care providers who are enrolled in the Safe at Home Address Confidentiality Program in the state's electronic automated information system (eWiSACWIS).

This information memorandum should not be construed as legal guidance and local child welfare agency staff should continue to consult with their legal representatives with respect to compliance with the [Safe at Home statute](#).

BACKGROUND

The Wisconsin Safe at Home Address Confidentiality Program ("Safe at Home") is a statewide cost-free address confidentiality program for victims of acts or threats of abuse who fear for their safety or the safety of their child or a child in their care. The program, which is administered by the Wisconsin Department of Justice (DOJ), provides participants with an Assigned Address, which is a forwarding mailing address that they may use for all purposes instead of their Actual Address (defined as the residential street address, school address, work address, or any portion thereof, of a program participant). The program went into effect on April 1, 2017.

The requirement for child welfare agencies and staff to document the addresses of children, caregiving adults, or out-of-home care provider who are enrolled in the Safe at Home program was established via numbered memo in 2019 and are now included in latest revisions to [CPS Access & Initial Assessment](#) and [CPS Safety Intervention Standards](#), which were released in May, 2021. An enhancement to eWiSACWIS in February 2021 included new functionality to

allow CPS professionals to more easily document addresses of children, caregiving adults, and out-of-home care providers enrolled in the Safe at Home program.

INFORMATION SUMMARY

The state statute that created [Safe at Home](#) includes details regarding program eligibility and administration, Wis. Stat. § 165.68 and more information about the Safe at Home Address Confidentiality Program is available at <https://www.doj.state.wi.us/ocvs/safe-home>.

The most recent issuance of the [CPS Access & Initial Assessment Standards](#) contains the specific requirements for documenting address information for participants in the Safe at Home program in eWiSACWIS. To assist with this documentation associated with this requirement, an eWiSACWIS [Safe at Home User Guide](#) is available to child welfare professionals. In addition, the DCF has a [Safe at Home Desk Guide](#) available to that provides practice guidance when working with children, families, and out-of-home care providers who are enrolled in the program.

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 Bureau of Safety and Wellbeing
 608-422-6964

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