

## **Email Subscription Service Sign up for the Listserv to receive updates about Child Welfare licensing issues**

To receive electronic notice when the Child Welfare Licensing Section (CWLS) memos and other Department memos that have been posted on the Department of Children and Families (DCF) website you will need to do the following:

1. Go to <https://dcf.wisconsin.gov/cwlicensing/signup>
2. Fill out the electronic sign-up form.
3. Select 'Subscribe' button.

You should receive a 'welcome' email for the memo list(s) you select within 24 hours of submitting your request. If you do not get a welcome email, try signing up again. Once you have successfully signed up for the listserv, you will begin receiving emails notifying you to check the DCF website when a new memo is posted.

To access previously issued DCFS memos from Child Welfare Licensing, go to:  
<https://dcf.wisconsin.gov/cwportal/policy>

If you have any questions, please contact your Child Welfare Licensing Specialist.

The Department of Children and Families is an equal opportunity employer and service provider. If you have a disability and need to access services, receive information in an alternate format, or need information translated to another language, please call (608) 266-8787. Individuals who are deaf, hard of hearing, deaf-blind or speech disabled can use the free Wisconsin Relay Service (WRS) – 711 to contact the department.