

REPLACED REGISTER, JUNE, 1970

PUBLIC WELFARE DEPARTMENT

139

3. Social Data Change Sheet for each child when need is indicated (Form CY 22 A).

4. Financial records or financial statements upon request.

5. Record of meals served upon request.

6. Special reports. Each institution shall report to the department within 48 hours after the occurrence of an unusual incident, such as a major fire or the death or serious injury of any child or his alleged abuse or exploitation.

History: Cr. Register, October, 1957, No. 22, eff. 11-1-57.

PW-CY 40.60 Services to the child and his own family. The agency shall: (1) Offer casework service to the family in order to understand its problems, determine strengths of family ties, and evaluate its needs.

(2) Identify and weigh plans alternative to foster home placement.

(3) Refer the family to appropriate resources if this is indicated.

(4) Help parents and child understand and accept the separation if this becomes necessary.

(5) Through knowledge of the child, his personality, behavior, capacities, likes and dislikes, select a foster home appropriate to the child's needs.

(6) Place no more than 2 children under 2 years of age in one foster home.

(7) Obtain authorization to place children through court order or through contract with the parents or guardian (section 48.61 (1) and (2), Wis. Stats.). All such contracts shall be written.

(8) See to it that the child has a physical examination upon placement.

(9) Plan for continuing casework service with the child's own family during the period of separation.

History: Cr. Register, April, 1957, No. 16, Eff. 5-1-57.

PW-CY 40.61 Services to foster family; casework service. The agency shall: (1) Help all the members of the foster family to understand the nature of foster care and their relationship to a child.

(2) Examine and explore the reasons for the foster family's interest in providing care.

(3) Determine whether the family can accept the temporary nature of foster boarding care if placement is temporary.

(4) Help the foster family recognize its capacities and limitations in meeting the needs of particular children.

(5) Provide information to the foster family in order to enable the family and agency to work together in the interest of the child's adjustment.

History: Cr. Register, April, 1957, No. 16, Eff. 5-1-57.

PW-CY 40.62 Requirements for licensing. (1) THE FOSTER FAMILY. The foster family shall: (a) Closely resemble a normal family group.

(b) Have maturity, good health, a capacity to love children and accept them as members of the family, and help effect their acceptance in the community.

(c) Have ability to accept children for what they are and provide for their growth and development as individuals.

(d) Provide moral and spiritual guidance, a happy and stable home.

Register, November, 1964, No. 107

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- (e) Provide a nutritious and well balanced diet of sufficient quantity.
- (f) Have income adequate to meet its needs.
- (g) Agree to report to the agency immediately illness and injuries of the child, changes of address, disappearance or planned absence of the child, behavior problems of the child in home, school, and community.
- (h) Have a competent person in charge of the child at all times.
- (i) Agree to take into care no other children without permission of the licensing agency.
- (j) Agree to the removal of the foster child upon the request of the agency.

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(2) **THE FOSTER HOME.** The foster home shall: (a) Be located in a community conducive to the emotional and physical wellbeing of children.

- (b) Have adequate space for indoor and outdoor play.
- (c) Comply with applicable state and local fire, sanitary, and safety regulations and meet approved standards for housekeeping.
- (d) Provide an individual bed for each child in an adequately heated and ventilated room. (Exception may be made for siblings.)
- (e) Provide a sleeping room so located that the child is assured of an adequate number of uninterrupted hours for sleep.
- (f) Arrange that a responsible adult sleep within call.

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History: Cr. Register, April, 1957, No. 16, Eff. 5-1-57.

PW-CY 40.63 Services to the child and the foster family. The agency shall: (1) See to it that the foster parents' ability and interest in providing care are compatible with the child's needs.

- (2) Help the foster family understand the child and meet his needs.
- (3) Interpret the reason for separation of the child from his own family and help the foster family understand and accept the realities of the child's own family situation.
- (4) Periodically evaluate to see how adequately the foster parents are meeting the needs of the child during the period of placement.
- (5) Give casework service to the child in order to help in his adjustment and to help modify attitudes and behavior when indicated.
- (6) Make certain that the child's educational needs are met in compliance with the laws of the state.
- (7) Enlist the cooperation of community resources in order to further the child's total adjustment.
- (8) Help the foster family understand the child and his individual needs and help modify the handling of the child when indicated.
- (9) In the best interests of the child, continue to give casework services to the child's own family during the period of placement (unless there has been a termination of parental rights).
- (10) See to it that the child has an annual medical and dental examination, necessary follow-up consistent with accepted pediatric standards, and adequate medical care including hospitalization.
- (11) Help the foster parents and the child understand the reason for removal of the child if re-placement becomes necessary.
- (12) Help the foster parents, own parents, and child in preparing the child for return to his own home (unless there has been a termination of parental rights).

History: Cr. Register, April, 1957, No. 16, Eff. 5-1-57.

PW-CY 40.64 Family group and family receiving homes. (1) **THE FOSTER FAMILY.** The foster family shall: (a) Have special qualities and capacities for meeting the needs of children in a group setting.

(b) Together with other adults working with the children, have a physical examination prior to licensing and annually thereafter or more frequently if indicated, with the objective of determining their capacity to provide satisfactory care.

(c) Comply with the applicable state and local fire, safety, and sanitary regulations and meet approved standards of housekeeping.

(d) Have adequate room for indoor recreation and outdoor play space.

(2) **THE AGENCY.** The agency shall assign to the group and receiving home a worker whose responsibility it shall be to coordinate all home-agency relations, both counselling and administrative.

History: Cr. Register, April, 1957, No. 16, eff. 5-1-57.

PW-CY 40.70 Definitions. (1) **DAY CAMPING** means an experience in group living in a natural environment. It is a creative, educational experience in cooperative group living in the out-of-doors; carried on during the day time under the supervision of trained leaders. It utilizes resources of the natural surroundings to contribute significantly to mental, physical, social and spiritual growth.

(2) **DEPARTMENT** means the Wisconsin State Department of Public Welfare.

(3) **DIVISION** means the Wisconsin State Division for Children and Youth.

History: Cr. Register, October, 1961, No. 70, eff. 11-1-61.

PW-CY 40.71 License. (1) **LICENSE REQUIREMENTS.** Day Camps providing group care for 4 or more children under 7 years of age and operating for compensation and/or consideration for services must be licensed.

(2) **LICENSE PROCEDURES.** (a) A non-transferable license shall be secured annually from the department, upon appropriate application and compliance with the rules and standards.

(b) Each license shall bear the name of the camp, name of the person licensed, and a description of the premises.

(c) The number of children specified on the license is the maximum number to be received or to be cared for at one time.

(d) There is no fee charged for the license.

(3) **LICENSING EXEMPTIONS.** No license is required for a person or persons who provide: (a) Camping experience for children at the child's own home and/or in homes of relatives or guardians.

(b) Camping experience conducted by public and parochial schools.

(c) Camping given to children on church premises while their parents are attending religious services.

(4) **APPLICATION FOR LICENSE.** An application for a license which shall be made in writing to the department shall include: (a) A statement from the state laboratory of hygiene or certified laboratory indicating that the water source has been tested and found to be safe.

(b) A statement of the purpose of the day camp.

(c) A description of the program and activities designed to carry out the purposes.

(d) A general description of the camp area and its general geographical location.

(e) A completed application form.

(5) **RENEWAL OF LICENSE.** Application for a renewal of license shall be made: (a) Each year in writing to the department on specified forms.

(b) Whenever there is a change in the conditions described on the last license issued.

(6) **EVALUATION.** (a) A representative of the department shall visit and study each day camp before the initial licensing and each subsequent renewal. The representative shall submit to the department a written evaluation indicating whether the required standards have been met. He may visit at any time to assure continued compliance.

(b) Each camp shall have the continued supervision and consultation of the department and shall submit required reports.

(c) The department at its discretion shall have the authority to make exceptions to any rule or standard, when it is assured that the granting of such an exception will not be detrimental to the children attending the camp.

(7) **PROVISIONAL LICENSES.** A provisional license may be issued and renewed in periods up to two years to any camp whose services are needed, but is temporarily unable to conform to all established minimum requirements.

(8) **REVOCAION OF LICENSE.** (a) The right to operate is dependent upon continued compliance with the required rules and standards.

(b) The license may be revoked by the department in accordance with section 48.71 (1) and (2), Wis. Stats., and with section PW-CY 40.02 dealing with license procedures.

(9) **APPEAL PROCEDURE.** (a) Any person aggrieved by the department's refusal or failure to issue or renew a license, or by its revocation of a license, has the right to an administrative hearing provided for contested cases in chapter 227, Wis. Stats.

(b) Judicial review of the department's decision may be had as provided in chapter 227, Wis. Stats.

(10) **ALLEGED VIOLATIONS.** (a) Whenever the department has reason to believe that any person is violating any of the provisions of sections 48.60, 48.62, or 48.65 Wis. Stats., it shall make an investigation to determine the facts and prosecute under section 48.76, Wis. Stats. if indicated.

(b) The department may either revoke the license and/or institute prosecution.

History: Cr. Register, October, 1961, No. 70, eff. 11-1-61.

PW-CY 40.72 Personnel standards. (1) **ALL PERSONNEL.** (a) *Required standards.* 1. The camp staff shall be adequate for the maintenance of the camp, for the care, protection, and education of the campers, and for business administration. There shall be a ratio of at least one counselor to every 8 children younger than 7 years of age. (This ratio is exclusive of administrative staff, junior counselors, or counselors-in-training. Administrative staff is defined as those staff members whose main responsibility involves other than direct program relationships with campers, i.e. directors, office staff, maintenance staff, cooks, dietitian, nurse.)