



# WISCONSIN BACKGROUND CHECK AND MISCONDUCT INVESTIGATION PROGRAM: REHABILITATION REVIEW

State of Wisconsin / Department of Health Services / Division of Quality Assurance  
P-63160 (01/2024)

## Overview

Individuals with a conviction or finding listed in [P-00274 Offenses Affecting Eligibility](#) are ineligible to work for or contract with entities to serve in roles involving regular and direct client contact, reside in entity facilities as non-clients, or receive regulatory approval to operate an entity (ex. license, certificate, etc.). However, a rehabilitation process is available, which may restore this eligibility.

## Offenses Eligible for Rehabilitation

Rehabilitation review is only available for offenses listed in [P-00274 Offenses Affecting Eligibility](#).

## Application Procedures

Complete [F-83263, Rehabilitation Review Application](#) and submit to:

**DHS - Office of Legal Counsel**  
1 W Wilson St, Rm 651  
PO Box 7850  
Madison, WI 53707-7850

Note: Incomplete applications will be denied and returned, unless good cause exists. Individuals that are denied rehabilitation approval may not reapply for one calendar year.

## Notification & Panel Review Meeting

Upon receipt of a completed [F-83263, Rehabilitation Review Application](#), DHS will notify the applicant by mail of the date, time, and location of the panel meeting. The applicant may be asked to provide additional information. The applicant's appearance is recommended, but not required. Panel members may ask questions and the applicant will have an opportunity to respond. Each application is handled on a case-by-case basis. The panel will consider the [factors listed in DHS 12.12\(4\)\(d\)](#) and reach one of the following decisions:

- **Approved:** If the panel finds sufficient evidence of rehabilitation, the panel will approve the rehabilitation review application and may specify conditions or limitations that apply to the approval.
- **Denied:** If the panel does not find sufficient evidence of rehabilitation, the decision will provide the reasons for denial and inform the applicant of his/her right to file an appeal within 10 days of the decision.
- **Deferred:** The panel may defer a final decision for up to six months to gather additional information or for other reasons.

## Effect of Rehabilitation Review Approval

Rehabilitation approval does not guarantee employment, department approval for non-client residency or regulatory approval to operate an entity (ex. license, certification, etc.). Rehabilitation only restores *eligibility* for these forms of approval.

## Contact Information

<b>Rehabilitation for programs regulated by the Department of Health Services</b>	<b>DHS / Office of Legal Counsel</b> 1 W Wilson St, Rm 651 PO Box 7850 Madison, WI 53707-7850	608-266-1900 <a href="mailto:DHSRehabReviewCoordinator@wisconsin.gov">DHSRehabReviewCoordinator@wisconsin.gov</a>
<b>Rehabilitation for programs regulated by the Department of Children Families (ex. Child Care and Foster Care)</b>	<b>Department of Children and Families</b> ATTN: Caregiver Background Unit PO Box 8916 201 E Washington Ave, Rm E200 Madison, WI 53708-8916	608-422-7400 (phone) 608-422-7155 (phone) <a href="mailto:DCFPLICBECRCBU@wisconsin.gov">DCFPLICBECRCBU@wisconsin.gov</a> <a href="https://dcf.wisconsin.gov/cclicensing/cbc">https://dcf.wisconsin.gov/cclicensing/cbc</a>
<b>Background Check Program and questions about Offenses Affecting Eligibility</b>	DHS / Division of Quality Assurance <b>ATTN: Office of Caregiver Quality</b> PO Box 2969 Madison, WI 53701-2969	<a href="mailto:dhsofficeofcaregiverquality@dhs.wisconsin.gov">dhsofficeofcaregiverquality@dhs.wisconsin.gov</a>