

Notification of Placement

Note: In order to create a Relative/Non-Relative Search record, an assignment to the case is needed. The Notification of Placement page is accessed via the Relative/Non-Relative Search page. Information on how to create a search record can be found in the [Relative/Non-Relative Search](#) User Guide.

1. From the desktop, go to the Cases tab and click the Create Case Work hyperlink  **Create case work** or select Create Case Work from the Actions drop-down next to the specific case to open the Create Case Work page.

Actions:

Please select an action ▼

- Case Note Criteria Search
- Create Assignment
- Create Case Note
- Create Case Work**
- Create Meeting
- Print Case Record
- View Tasks

2. On the Create Case Work page, select 'Relative/Non-Relative Search' from the Planning drop-down. Select the appropriate case and case participant. Click the Create button. This will open the Relative/Non-Relative Search Summary page.

Create Case Work - Internet Explorer

eWiSACWIS Print Help

Create Case Items

- Administration
- Adoption
- Agreements/Notices
- Assessment
- Case/Perm Plan
- Education
- ☒ Eligibility
- ICPC
- ICWA
- Imaging
- Legal
- Narrative
- Payment
- Permanency Consult
- Placement/Services
- Planning** Relative/Non-Relative Search

Cases

- Sharon, Sharon (9221447)
- Veggie, Nancy U. (9221447)
- Veggie, Nancy U. (9222147)
- Venus, Mother (9222665)
- Volcano, Mom (9222569)
- Water, Bobbi (9221976)
- West, Mom (9222702)
- Willi, James (9222310)
- York, Danny (9221322)
- Young, Jenny (9221024)
- Young, John (9221234)
- Youngblood, MaryAnne C. (9221425)
- Youth, Parent (9225396)
- Zeus, Boy (9222762)
- Zoo, Mary (9222055)**
- Zookeeper, Andrea (9222728)
- Zorba, Adam (9222672)
- ZZTop, Zz (9222493)

Case Participants

- Child, One, Other Relative (9225221)
- Lun, Tim, Biological Child (9223070)
- Zoo, Bee, Biological Child (9222219)
- Zoo, Cee, Biological Child (9222220)
- Zoo, ChildA, Biological Child (9227018)
- Zoo, Daryl, Biological Child (9222221)
- Zoo, Jim, Adjudicated Father (9222217)
- Zoo, Larry, Biological Child (9225975)
- Zoo, Lee T., Biological Child (9222222)
- Zoo, Leroy, Biological Parent (9225792)
- Zoo, Mary, Biological Child (9222223)
- Zoo, Mary, Reference Person (9222216)
- Zoo, Terrance, Biological Child (9222218)

Create Close

3. On the Relative/Non-Relative Search Summary page, click the [Edit](#) hyperlink to update information for an existing relative/non-relative or click the Insert button to add a new relative/non-relative.

Relative/Non-Relative Search Summary - Internet Explorer

eWiSACWIS Print Help

Basic

Child Name: [Zoo, Mary \(92222223\)](#) Details

Relative Search

Relative/Non-Relative Contact Information	Most Recent Notification Sent	Placement Considered	Description of why placement was not available, appropriate or safe	Wants to be considered as a permanent resource?	Family Permanency Team Member	
Pumpkin, Lillie aunt 123 Elm Street Sun Prairie, WI 53590	02/15/2013	Yes	Description...	Yes	No	Edit
Zoo, Grandma grandparent 123 Zoo Lane Milwaukee, WI 53201	10/31/2019	Yes	Description	No	No	Edit

[Insert](#)

Options: [Go](#) [Save](#) [Close](#)

Relative/Non-Relative Search and Engagement Info

4. On the Relative/Non-Relative Search page, document the relative/non-relative by entering the name, address, contact information, and relationship to child. Since the child is currently in an open Out of Home Placement, the Placement Considerations section is required. Select the corresponding radio button to respond Yes or No to the 'Placement Considered?' and 'Does the relative want to be considered as a permanent resource if needed?' questions. Enter a narrative in the required description field as applicable.

Relative/Non-Relative SearchPrintHelp

Basic Information
Child Name: [Zoo, Mary \(9222223\)](#)

Relative Search
First Name: **Grandma** MI: Last Name: **Zoo** Suffix: ☒ Birth Date: [Create Person](#)
Gender: ☐ Family Permanency Team Member ☐ Deceased **Death Date:**
C/O:
Street: Apt:
WI City: Country:
City: State: ZIP:
Phone: Ext: Cell: Alt Phone: Ext:
E-Mail: Secondary E-Mail:
Relationship to Child: Last Updated On: 10/31/2019 By: Cake, Caitlin C.

Life Functioning Indicators
Please indicate if there are any Developmental/Intellectual, Medical, Substance Abuse or Mental Health concerns for the Relative/Non-Relative and document information about the concern in the narrative field provided.
☐ Developmental/Intellectual ☐ Medical ☐ Substance Abuse ☐ Mental Health

Placement Considerations
☒ Yes ☐ No Placement Considered?
☐ Yes ☒ No Does the relative want to be considered as a permanent resource if needed?
[Create Notification of Placement](#) Notification of Placement Sent: [02/12/2018](#) [10/31/2019](#)
Description of why placement was not available, appropriate, or safe:

Case Notes

Date	Type	Narrative

Create

Save

Close

Note: When the 'Family Permanency Team Member' checkbox in the Relative Search section is selected, the Relative/Non-Relative Search page will display 'Yes' in the Family Permanency Team Member column for the relative/non-relative.

5. Click on the [Create Notification of Placement](#) hyperlink to open the Notification of Placement page. If you have not saved your changes, a message displays indicating the information will be saved. Click Yes to continue.
 6. On the Notification of Placement page, the Notice to Relative/Non-Relative section displays the Child Name hyperlink. Clicking the Child Name hyperlink opens the child's Person Management page.
 7. Click the Insert button to add additional children to this Notification of Placement, otherwise continue to Step 8.
 8. Select the child to add from the drop-down under Child Name.
 9. In the Relative/Non-Relative drop-down, select either: the same relative/non-relative that already exists for the additional child **OR** 'Create Relative/Non-Relative Search Record' to add the child to the Notification of Placement for this relative **and** to create this Relative/Non-Relative for the child's relative/non-relative.
- Note:** It is important to select the same individual for the child and any additional children. If the wrong relative is selected in the Relative/Non-Relative drop-down, the Notification of Placement will not be associated to that relative/non-relative's search record for the additional child(ren).
10. Click the Save button and then click the [Edit](#) hyperlink to launch the Notification of Placement template.

Notification of Placement
Print
Help

Notice to Relative/Non-Relative

Case Name:
Zoo, Mary, Jr. (9222223)

Date Created: 09/28/2021
Sent: ☐
Date Sent: 00/00/0000
Edit

Child Name:
[Zoo, Mary \(9222223\)](#)

Relative/Non-Relative:
Zoo, Grandma
maternal grandparent
123 Zoo Lane
Milwaukee, WI 53201

Additional Children

Child Name	Relative/Non-Relative	
Zoo, Terrance (9222218)	Zoo, Zip and Jane (aunt) 525 Smiths Crossing La Crosse WI 54601	Delete

Insert

Save
Close

11. The notification will pre-fill with the Relative/Non-Relative name and address (if entered on the Relative/Non-Relative Search page), worker, and child information. Click each field that is highlighted to modify as needed. To save only, click the Save button. To print the notification, click the Save and Generate PDF button at the top of the template and select print once the PDF opens. Click Close at the top of the PDF to return to the Notification of Placement page.

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WLP Screenshot

SaveSave and Generate PDFClose

Date:June 29, 2026

To:

The Buckeye
1234 Buckeye Road
Madison, WI 53701

Dear
Buckeye

My name is
Caitlin C. Cake
and I work for
Milwaukee

You are receiving this letter because you may have a connection to a child who is in out-of-home care. Out-of-home care is when a child is physically in the care of someone other than their primary parent or caregiver. The names of the child(ren) and parent(s) are provided on the attached form.

It is important for children to stay connected with their family, especially when they must live outside of their own home. Connections to family, community, and culture help children develop a sense of belonging. These relationships are significant in reducing the stress of separation. Children do better when they are placed with and stay connected with those who know and care about them. They are more likely to keep connections to their siblings, birth family, community, and culture which improves their well-being.

There are laws to protect maintaining important connections for all children in out-of-home care. Additionally, for Indian children, the federal Indian Child Welfare Act (ICWA) and the Wisconsin Indian Child Welfare Act (WICWA) were enacted to keep children connected to their families, tribes, and culture. To support this, one requirement outlined in ICWA and WICWA is that children are placed with extended family members when they cannot remain safely in their home.

Children in out-of-home care deserve urgency. **Please respond within 7 days of receiving this notice.** As someone who may be connected to this child or family, your involvement is very important. Some of the ways which you may be able to help include:

- Being actively involved in the child(ren)'s support network
- Caring for the child(ren) in your home
- Visiting the child(ren) and staying connected with them
- Identifying other relatives
- Celebrating holidays and milestones
- Other options provided on the attached form

If you have any questions or want more information about the child(ren) and their needs, please contact me at the phone number or email below. Thank you for your careful consideration in this pressing matter.

Sincerely,
Caitlin C. Cake

Phone number: (123) 456-7890

Email address: cccake@wisconsin.gov

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Safety and Permanence

dcf.wisconsin.gov

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WLP Screenshot

SaveSave and Generate PDFClose

DEPARTMENT OF CHILDREN AND FAMILIES
Division of Safety and Permanence

dcf.wisconsin.gov

NOTIFICATION OF REMOVAL OF CHILD FROM CUSTODY OF PARENT(S)
AND PLACEMENT INTO OUT-OF-HOME CARE

Use of form: Child welfare agencies are required to notify adult relatives and other adults suggested by the child's parents and extended family, via this form, when a child has been removed from the custody of their parent, legal guardian, or Indian Custodian and placed into out-of-home care pursuant to Chapter 48 (the Children's Code) or Chapter 938 (the Juvenile Justice Code) of the Wisconsin Statutes. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Child 1 Full Name
Alice A. Abby
Age/Gender/Effective Date of Placement
15 / female
Parent Full Name(s)
Alice N. Abby and James Abby
City, State
Milwaukee, WI
Child 2 Full Name
Mara James
Age/Gender/Effective Date of Placement
21 / female
Parent Full Name(s)

City, State
Babcock, WI

Relatives, like-kin individuals, and other connected adults have the option of being considered as a placement resource for the child(ren) or being involved in other ways to support the family.

Please indicate which of the following ways you may be able to provide support:

☐ Respite care (temporary, time limited relief for caregiver).

☐ Visit with the child(ren) whenever possible, remembering the importance of being consistent.

☐ Stay in contact with the child(ren) through phone calls, texts, emails, letters, or sending cards.

☐ Assist with visitation between the child, parent(s), and others to maintain important family connections.

☐ Provide transportation for the ☐ child(ren) ☐ parent(s).

☐ Provide support for the child's mental and emotional wellbeing.

☐ Support the child's tribal, racial, cultural and / or community connections.

☐ Attend school functions, sports, or extracurricular events.

☐ Share family history information including photos, storytelling, traditions, and family culture.

☐ Attend agency meetings to support planning and be a decision-making partner with the child and family.

☐ Other support:

Children in out-of-home care in Wisconsin have access to a range of benefits and services designed to support their well-being and development including healthcare coverage through Wisconsin Medicaid, access to educational support, and financial support for caregivers to provide for the child's needs through kinship care or foster care licensing. Caregivers may also be eligible for Wisconsin Shares childcare subsidy to help pay for childcare costs.

Please indicate if you are interested in being considered for the following:

☐ Placement now

☐ Placement in the future

If you are aware of other relatives or individuals who have a relationship with the child(ren) or their family that might be interested as a resource and / or could be a support to the family, please contact the agency listed on this form.

Relative Full Name

Relationship to the child(ren)

☐ Maternal
☐ Paternal

Address (Street, City, State, Zip code)

Phone Number

Email

12. On the Notification of Placement page, click Save in order to enable the Sent checkbox. Select the Sent checkbox and click the Save button to complete. The Date Sent will default to the day the template is originally launched and saved. If applicable, update the Date Sent field. Click Save.

Notification of Placement

Print

Notice to Relative/Non-Relative

Case Name: Abby, Althea N. (9222959) Date Created: 06/29/2025 Sent: ☒ Date Sent: 06/29/2025 Edit

Child Name: Abby, Alex A. (9225927)

Relative/Non-Relative: Buckeye, The maternal aunt
1234 Buckeye Road
Madison, WI 53701

Additional Children

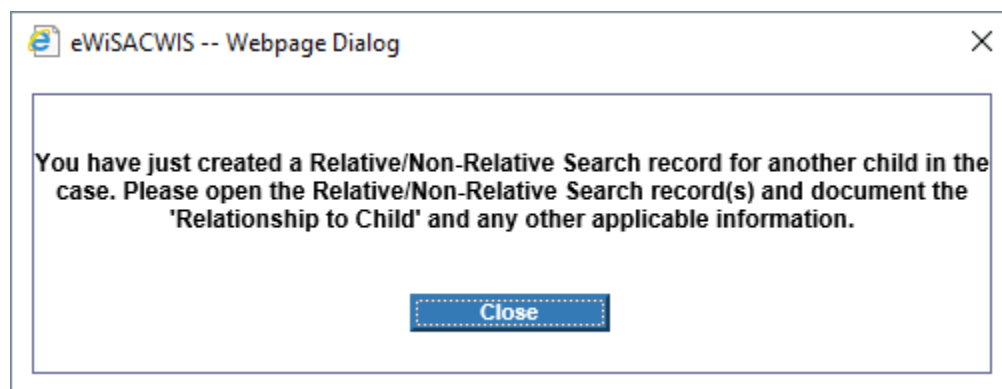
Child Name	Relative/Non-Relative
James, Maya (9224411)	Create Relative/Non-Relative Search Record

Delete

Insert

Save Close

13. If the "Create Relative/Non-Relative Search Record" option was chosen in the Relative/Non-Relative drop-down for any additional children, you will receive this message:



Note: This information must be completed in order to pre-fill into the Case/Permanency Plan.

14. Click the Close button to close the message.
15. On the Notification of Placement page, click Close. This will return you to the Relative/Non-Relative Search page.

16. On the Relative/Non-Relative Search page, the date the notification was sent will display as a hyperlink next to the 'Notification of Placement Sent' field. Each time a Notification of Placement is sent, a date sent hyperlink will display. Clicking a date hyperlink will open the associated Notification of Placement page. Click the Close button.

Placement Considerations

☒ Yes ☐ No Placement Considered?
☒ Yes ☐ No Does the relative want to be considered as a permanent resource if needed?

[Create Notification of Placement](#) Notification of Placement Sent: **06/29/2026**

Description of why placement was not available, appropriate, or safe:

Describe

Case Notes

Date	Type	Narrative

Create

Save Close

17. Back on the Relative/Non-Relative Search Summary page, the 'Most Recent Notification Sent' column is updated with the latest Notification of Placement Sent date.

eWiSACWIS Print

Basic

Child Name: [Abby, Abby A. \(9223927\)](#) Details

Relative Search

Relative/Non-Relative Contact Information	Most Recent Notification Sent	Placement Considered	Description of why placement was not available, appropriate or safe	Wants to be considered as a permanent resource?	Family Permanency Team Member	
ABBY, ANGELA A. great maternal cousin		Yes	Describe	No	Yes	Edit Delete
Buckeye, The maternal aunt 1234 Buckeye Road Madison, WI 53701	06/29/2026	Yes	Describe	Yes	No	Edit
Wilson, Mom paternal aunt		No	highlighthighlight	No	No	Edit Delete

Insert

18. Once created, the Relative/Non-Relative Search will display under the Planning icon. Clicking the [Relative/Non-Relative Search](#) hyperlink will open the corresponding Relative/Non-Relative Search Summary page. To see details of the Notification of Placement, click the  icon to the left of the [Relative/Non-Relative Search](#) hyperlink specific to that child.

Case details:
CPS Family - Ongoing
Milwaukee-Region 1
Open OHP exists for associated participant(s)

Primary worker:
Supervisor, Partnership
spoonm@dhfs.state.wi.us

Actions:

Please select an action ▲

Access Reports	Agreements and Notices	Assessments	Assets and Income
Assignments	Case/Permanency Plan	Education	Eligibility
ICWA	Legal	Medical/Mental Health	Narratives
Participant Documents	Participant Photo	Payments	Placements
Planning	Related People	Safety	

- + Images (1)
- + Relative/Non-Relative Search
- Relative/Non-Relative Search
 - Notification of Placement
 - Notification of Placement
 - Notification of Placement
 - Notification of Placement
- + Relative/Non-Relative Search

Zoo, Daryl
Zoo, Mary
Zoo, Mary; Zoo, Testing
Zoo, Mary
Zoo, Daryl; Zoo, Mary
Zoo, Mary; Zoo, Terrance
Zoo, Terrance