


## 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 \(9222223\)](#) 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	<a href="#">Edit</a>
Zoo, Grandma grandparent 123 Zoo Lane Milwaukee, WI 53201	10/31/2019	Yes	Description	No	No	<a href="#">Edit</a>

[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 Search**PrintHelp

**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:

maternal grandparent

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:

Description

**Case Notes**

Date	Type	Narrative
<div>Create</div>		

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.

BIRT HTML Document 1011181 - Internet Explorer

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Save Save and Generate PDF Close

**NOTIFICATION OF THE REMOVAL OF A CHILD FROM THE CUSTODY OF HIS OR HER PARENT AND PLACEMENT INTO OUT-OF-HOME CARE**

**Use of form:** Child welfare and juvenile justice agencies are required to notify adult relatives and other adults suggested by the child's parents when a child has been removed from the custody of his or her parent and placed in out-of-home care pursuant to Ch. 48 (the Children's Code) and Ch. 938 (the Juvenile Justice Code) of the Wisconsin Statutes. Use of this form is required. Personal information you provide may be used for secondary purposes [Privacy Law, s.15.04(1)(m), Wisconsin Statutes].

Date: September 28, 2021

To: Grandma Zoo  
123 Zoo Lane  
Milwaukee, WI 53201

From: Caitlin C. Cake  
Milwaukee

RE: Notification of the removal of a child from the custody of his or her parent and placement into out-of-home care

The following information relates to the child(ren) listed below:

Child Name	Age	Gender	Effective Date of Placement
Mary Zoo	18	Male	01/11/2005
Parent Name(s)			City, State
Mary Zoo, Jr.			Madison, WI

Child Name	Age	Gender	Effective Date of Placement
Terrance Zoo	20	Male	01/11/2005
Parent Name(s)			City, State
Mary Zoo, Jr. and Jim Zoo, Jr.			Adams, WI

This is to notify you, as an adult relative or other adult, pursuant to Ch. 48 or Ch. 938, Wisconsin Statutes, that the above-named child(ren) has / have been removed from the custody of his or her parent and placed into out-of-home care.

Early involvement with relatives supports continuity of relationships that are important for a child's well-being. Relatives and other adults are important resources for all children especially when children are placed into out-of-home care because it can be difficult to maintain familial and tribal relationships. Relatives and other adults have the option of being considered as a placement, being

**eWiSACWIS**

Edit Document

Close



**NOTIFICATION OF THE REMOVAL OF A CHILD FROM THE CUSTODY OF HIS OR HER PARENT AND PLACEMENT INTO OUT-OF-HOME CARE**

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 Help

**Notice to Relative/Non-Relative**

Case Name: Zoo, Mary, Jr. (f) Date Created: 09/28/2021 **Sent** ☒ Date Sent: 09/28/2021 [Edit](#)

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

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

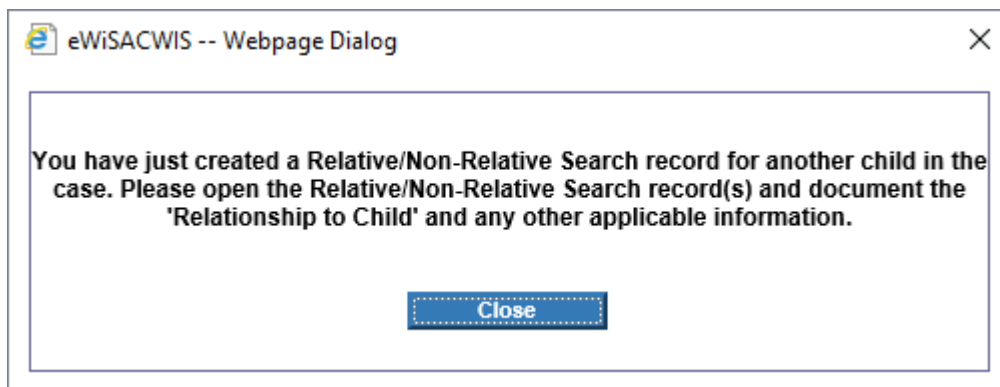
**Additional Children**

Child Name	Relative/Non-Relative	
Zoo, Terrance (9222218) <span>▼</span>	Zoo, Zip and Jane (aunt) 525 Smiths Crossing La Crosse WI 54601 <span>▼</span>	<a href="#">Delete</a>

[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.

**Relative/Non-Relative Search** Print Help

**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](#) [09/28/2021](#)

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

Description

**Case Notes**

Date	Type	Narrative
<div>Create</div>		

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.

Relative/Non-Relative Search Summary - Internet Explorer Print Help

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**Basic**


Child Name: [Zoo, Mary \(9222223\)](#) 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	<a href="#">Edit</a>
Zoo, Grandma maternal grandparent 123 Zoo Lane Milwaukee, WI 53201	<a href="#">09/28/2021</a>	Yes	Description	No	No	<a href="#">Edit</a>

Insert

Options: Go Save Close

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.

**Zoo, Mary , Jr. (9222055)**

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

Case address: 1703 W North Ave  
Milwaukee, WI 53213

Primary worker: Supervisor, Partnership  
[spoonm@dhfs.state.wi.us](mailto:spoonm@dhfs.state.wi.us)

Actions:

 **View case information**

 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	

 **Planning**

 <a href="#">Images (1)</a>	Zoo, Daryl
 <a href="#">Relative/Non-Relative Search</a>	Zoo, Mary
 <a href="#">Relative/Non-Relative Search</a>	Zoo, Mary; Zoo, Testing
<a href="#">Notification of Placement</a>	Zoo, Mary
<a href="#">Notification of Placement</a>	Zoo, Daryl; Zoo, Mary
<a href="#">Notification of Placement</a>	Zoo, Mary; Zoo, Terrance
<a href="#">Notification of Placement</a>	Zoo, Terrance
 <a href="#">Relative/Non-Relative Search</a>	