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| DEPARTMENT OF CHILDREN AND FAMILIESDivision of Milwaukee Child Protective Services |

### Placement Checklist

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| **Use of form:** This form establishes guidelines to ensure that all required paperwork is completed upon the placement of a child. |
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| **Instructions:** Document that all of the paperwork has been provided to the placement resource by completing the top section of the form, including the date the material was provided. Have the placement resource verify receipt of the material by signing the form. Place the completed form in the case file under Section V (Miscellaneous) with the copy of the Information For Out-of-Home care providers Face Sheet and Checklist Part A and / or B. If the child is moving from one placement to another and the provider has not been given or cannot provide the original placement packet, a new one should be provided. The original packet should be updated whenever a child moves placement. Give page 2 of this document to the placement resource. |

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| I, |  | provided the following information upon placement |
|  | Name – Social Worker |  |
| of |  | to |  |
|  | Name – Child |  | Name – Placement Resource |
|  |
| on |  |  |  |
|  | Date Provided |  |  |

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| **[ ]**  | DCF-F-CFS0872-E – Information for Out-Of-Home Care Providers – Part A |
| **[ ]**  | Child Information for Medical Coverage as a Foster Child letter to medical providers |
| **[ ]**  | DCF-F-2503 Authorization to Consent to Medical Treatment (regular foster care) |
| **[ ]**  | DCF-F-DCF-5190-E – Verification of Out-of-Home Placement for Wisconsin Shares Eligibility |
| **[ ]**  | JC 1608 Temporary Physical Custody form |
| **[ ]**  | DCF-F-CFS2186 Notice to Foster Parents Regarding Confidentiality of Records  |
| **[ ]**  | DCF-P-PFS2010 – Foster Homes Liability Insurance Program |
| **[ ]**  | P-44784 WIC Women, Infant and Children Nutrition program brochure |
| **[ ]**  | Information for Families Regarding the Wisconsin Comprehensive Child and Adolescent Needs and Strengths (CANS) Tool information sheet |
| **[ ]**  | DCF-P-PFS0101 It Shouldn’t Hurt to be a Child brochure |
| **[ ]**  | [DCF-P-PFS0142](http://dcf.wisconsin.gov/publications/pdf/dcf_p_pfs0142.pdf) Understanding the Uniform Foster Care Rate |
| **[ ]**  | Child Protection Center Information Sheet |
| **[ ]** **[ ]**  | Care4Kids 24-Hour Scheduling InformationSafety Assessment Following Reports of Abuse/Neglect in Your Foster Home  |
| **[ ]**  | DCF-P-2471 Mobile Urgent Treatment Team for Foster Families(MUTT-FF brochure (WrapAround Milwaukee)) |
| **[ ]**  | DCF-P-PFS4104 (R. 10/2015) Division of Milwaukee Child Protective Services Complaint Resolution brochure |
| **[ ]**  | PFS4106 (R. 10/2015) Division of Milwaukee Child Protective Services Serving Families in Milwaukee County |
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| SIGNATURE – Placement Resource |  | Date Signed |

DCF-F-CFS2238 (R. 08/2017)