

Special Needs Adoption Program (SNAP) Referral Checklist

The following referral information is required for all child case referrals to the Department of Children and Families. The process of transferring a case to the Special Needs Adoption Program (SNAP) should begin prior to filing a petition for a Termination of Parental Rights (TPR). This will assist in determining whether the child referred meets the criteria for special needs and aides in timeliness to permanency. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)m), Wisconsin Statutes

Name – Child	CPS Case Name	WiSACWIS Number	Date – form filled out
Name – County Worker	Telephone Number – County Worker	County	

ELIGIBILITY FOR SNAP PROGRAM

In order for a child to be eligible for the SNAP program the child MUST meet at least one of the criteria for eligibility for Adoption Assistance. For a more descriptive explanation of a child's eligibility for Adoption Assistance review Ch. [DCF 50.03](#) Administrative Code. Please check all of the criteria below that apply.

- Child is 10 years old or older, or
- Child is a member of a sibling group of 3 or more children placed together for adoption, or
- Child is eligible for a rating of "2 or 3" on at least 5 items on the CANS Adoption Assistance Algorithm as described in Ch. DCF 50.05 Administrative Code ([CANS Desk Guide](#)), or
- Child's minority race is cause for a lack of appropriate placement resources, or
- If the child does not meet any of the above criteria, a letter needs to be signed by a physician, psychologist, or a psychiatrist indicating that the child is at risk of developing special needs. If the county is not able to obtain a signature, identifying the child to be "At Risk" of developing special needs, from that level of a provider then they can submit any and all documentation that they believe identifies the potential special needs of the child. The state can review those on a "case by case" basis as part of the Adoption Assistance determination process. Contact the Adoption Program and Payment Eligibility Unit for guidance on what must be in the letter to approve a child using "At Risk" criterion.

STATUS RATING

Before a case can be referred for TPR / adoption to either Legal Counsel or SNAP, the [Legal Permanency Status \(Child Current Legal Permanency Status Form here\)](#) must be rated as "Good" or better. All of the factors below must also be present in order for a case to be rated as "Good" if the case is to be referred for TPR:

- All possible relative resources have been explored and results documented.
- Placement with siblings has been explored and results documented.
- The child(ren)'s current placement provider has expressed the intent to adopt the child(ren).
- The proposed adoptive resource is licensable at a Level 2 or above and there are no concerns regarding the providers' suitability to be the adoptive resource.
- The child is not resistant to being adopted.
- ICPC matters resolved.

CONSULT WITH YOUR SPC IF ALL ABOVE REQUIRMENTS ARE NOT MET. IF ALL OF THE REQUIREMENTS ABOVE HAVE NOT BEEN MET, consultation or clarification is needed regarding DCF 50.03. THE CASE RATING IS BELOW "GOOD" STATUS AND IS NOT READY TO BE REFERRED FOR TPR / ADOPTION.

IF ALL FACTORS ARE MET:

- Refer the case to the Corporation Counsel or District Attorney so that the Petitions may be filed with the court.
- Enter the referral of the TPR Case to the Corporation Counsel or District Attorney under the Legal Status in WiSACWIS.
- Refer the case to the SNAP Partner Agency (detailed below).

REFERRAL TO THE SNAP PARTNER AGENCY

This referral will initiate the adoption process with the partner agency. The purpose of the referral is to identify the eligibility of the child for the SNAP program and to issue the letter indicating the state's willingness to take custody and guardianship following the TPR. This referral must be completed prior to filing the TPR Petition with the court.

- Complete the "Permanency Readiness and Preparation" form ([DCF-F-CFS2370-E](#)) and email to the SNAP Liaison.
- Complete the Family History Questionnaire: Pregnancy and Delivery Information (English, [DCF-F-CFS0149A-E](#) / Spanish, [DCF-F-CFS0149A-S](#)) and Family History Questionnaire Medical / Genetic (English, [DCF-F-CFS0149-E](#) / Spanish, [DCF-F-CFS0149-S](#)) with the biological parents (These forms should be included with the paperwork for the TPR Petition that is filed with the court), as required under s. 48.425(1)(am)2. Wis. Stats.
- Provide the birth parents with the Affidavit (English [DCF-F-CFS0142-E](#), Spanish [DCF-F-CFS0142-S](#)).
- Email or fax a copy of the "At Risk" letter to the Adoption Liaison, if the child does not meet SNAP Eligibility using any other criteria listed above.
- Obtain a Guardianship Letter from the Adoption Liaison indicating that DCF will accept guardianship of the child following completion of the TPR (Note: These letters expire after six months. If disposition of the TPR is not reached prior to the expiration date, another letter will need to be requested and issued).

PREPARE A PAPER FILE

Within 30 days of referral provide the SNAP Liaison the following documents:

- Certified copy of the Original Birth Certificate of the child, s. 48.43(4). Wis. Stats.
- Social Security Card (Copy).
- Pregnancy History Questionnaire ([DCF-F-CFS0149A](#)), s. 48.427(6)(b)3. Wis. Stats.
- Medical and Genetic History Questionnaires ([DCF-F-CFS0149](#)), s. 48.427(6)(b)3. Wis. Stats.
 - Birth Mother
 - Birth Father
- Copies of all legal paperwork that has not been scanned or entered into eWiSACWIS.

*Please verify the following are entered into eWiSACWIS: initial intake assessment on the family (pertaining to initial placement), all Permanency Plans, Permanency Plan Orders (scanned under the Legal icon), Permanency Plan results, initial Temporary Physical Custody / Voluntary Placement Agreement, Dispositional Court reports, Extension Court report, change of placement, other permanency plan orders, Information for Foster Parents Part A and B, Confirming Safe Environments.

- School progress reports (Individual Education Plan's (IEP) or evaluations from programs such as Birth to 3, Head Start or Early Childhood).
- Medical records on the child and birth family, s. 48.425(1)(am)1-4. Wis. Stats.
- The child's current immunization record.
- Psychological, psychiatric or institutional evaluations or reports on child and/or birth family.
- Written documentation on consideration of relatives for placement and reasons why denied placement (Family group conference, primary team meetings, intake summary memo). Indicate in which document the information is located.
- If the child has Indian heritage, include copies of ICWA Letters of Determination from all possible tribes, and any other supporting documentation.
- Any SSI (Social Security Administration-SSA, VA) or other benefit information.
- Personal information for the child from birth parents including, but not limited to pictures, letters, etc.
- If licensed by the county, or an agency under contract with the county, the following information will be needed for the Family File (if not entered into WiSACWIS):
 - Original Foster Care License Application.
 - Chapter DCF 56 Foster Care Licensing Checklist ([DCF-F-CFS-0787](#)).
 - The Disaster Plan.

- The Fire Evacuation Plan.
- A copy of the current Foster Home License.
- The original home study and all subsequent updates to the home study.

If any of the circumstances affecting permanency for the child change before the TPR occurs, contact your SPC and the Adoption Liaison. If the letter accepting guardianship and custody expires (six months from letter date), you will need to request a new letter and provide to the Adoption Liaison.

CASE TRANSFER STAFFING

- Schedule a Case Transfer Staffing before the TPR Disposition occurs. It is recommended that this meeting include the CPS Caseworker, Adoption Worker, and Foster Parents; and occur at the pre-adoptive home.

AFTER THE TPR DISPOSITION

- E-mail the Adoption Worker** to notify her/him that the TPR has occurred within 24 hours of the TPR Disposition. This will serve as notice that DCF now has guardianship and custody of the child(ren) and is responsible for case management and coordinating services.
- Contact the Adoptive Family** to inform them that the TPR has occurred and that jurisdiction and guardianship of the child has been transferred to the State SNAP program. This means that any future needs and services will be provided through their assigned Adoption Worker.
- Complete the face-to-face visit with the child for the month of the TPR.**
- If a Judicial or Administrative Perm Plan Review is due within 30 days** post-TPR, make sure to hold the review early, or at the TPR Disposition Hearing.
- Any new information received by the county following the referral to the SNAP program needs to be mailed to the Adoption Worker. This includes any updated information listed in the "Prepare a Paper File" section of this checklist.

In eWiSACWIS:

- Make sure the child's place of birth and Social Security number are entered on the "Person Management" screen.
- Enter a new Legal Permanency Status rating of "Good" or "Very Good". The rating will depend on the progress of the case (Note: the county caseworker shall not enter a "Permanency Achieved" rating for TPR cases, as this will be the responsibility of the Adoption Worker after the Adoption is finalized).
- Enter the TPR Petitions for each parent separately (under Legal Status).
- Enter the TPR Legal Status ("TPR Date" is the date of the hearing, not the date the TPR Order was signed).
- Verify all WICWA (Indian Child Welfare Act) documentation is entered.
- Verify that there is a current CANS Assessment (less than six months old) in eWiSACWIS.
- Verify all eWiSACWIS approvals are completed.
- Check the CPS and child cases for any AFCARS errors and make corrections.
- End the Out-of-Home Placement for the day prior to the TPR Disposition Hearing.
- End all plans related to the child, except the Permanency Plan. This needs to stay active so that the information carries over once the child is deactivated from the CPS Case.
- Notify the Adoption Worker that the eWiSACWIS work has been completed so that the Adoption Worker can deactivate the child from the CPS Case. The Adoption Worker will notify you when the deactivation has been completed.
- Have the Licensing Agency or county person responsible enter "State Services" for the foster home, if the home is licensed by the county, or an agency contracted by the county, and not the state.
- Have Corporation Counsel/District Attorney mail a Certified Copy of Termination of Parental Rights Orders to the Adoption Worker.

*** If the TPR is currently under appeal or if you receive information that the TPR determination is being appealed, please notify the State Permanency Consultant and the Adoption Worker of the appeal and any changes in the status of the appeal.