

# TPC Checklist: During Emergency TPC Hearing & Immediately Following

**Contact the FCM/Supervisor as you are being called into the TPC hearing.**

If the parent(s) is present at the TPC hearing *and* the child(ren) were *not* placed with a relative, then IAS must ask parent to identify three adult relatives who are potential placement resources.

## **Document information gathered at the TPC Hearing:**

- ☐ Names of all parties ([Attorney Contact List](#)).
- ☐ Visitation orders, placements approved or orders made around placements.
- ☐ Judges' findings.
- ☐ Paternity orders.
- ☐ Any other orders or authorizations made (i.e. psychological evaluation, AODA evaluation). Initial appearance date, time, branch
- ☐ Wait to receive a copy of the signed TPC from the judge.
- ☐ If copies of the TPC are needed, copies can be made in the copy room. (Copier code 1303)

## **Introduction of the family to assigned FCM/supervisor**

- ☐ If TPC was granted, meet with the FCM and/or supervisor, the family and any family members/supports who may be present per the family. IAS will inform FCM and/or FCM supervisor of any court orders made during the TPC hearing, subjectivity of ICWA, and involvement of non-custodial parents.
- ☐ Discuss and schedule the Family Case Transition Meeting (FCTM) to include:
  - Discuss the purpose of the FCTM as to focus on keeping children at home safely and discuss possible relative placement options.
  - Begin discussing and encouraging the family to invite other family members, formal and or informal supports that they would like present at future Family Team Meetings. *Discuss with the family their willingness to consent to the attendance of foster parents.*
  - Set the date, time, and location –to be within 7 business days of the TPC—that the parent/caregiver is available to have the FCTM.
  - Discuss visitation orders and schedule the 5-day visit. If the 5 day visit cannot be scheduled, discuss a plan regarding how Children's Community Services and SaintA will ensure the 5 day visit occurs.
  - FCM will get signed consents to talk with the family/informal/formal supports. IAS (if applicable) will complete the Birth to 3 referral and consent form, provide the parent's rights brochure to the parent/guardian, and submit the referral to [DCFDMCPSBirthToThree@wisconsin.gov](mailto:DCFDMCPSBirthToThree@wisconsin.gov)

**Notify your IA Supervisor of the date and time of the FCTM.**