

DMCPS JOB AID
(Updated February 2020)

State of Wisconsin
Circuit Court

Informal Disposition Agreement
(In Need of Protection or Services)

In the interest of:

3. Name of Child		1. Intake Case Number
5. Child's Address		2. County
Zip Code		4. Date of Birth
7. Child has previously been adopted? <input type="checkbox"/> Yes <input type="checkbox"/> No		6. Date Referral Received
An inquiry has been conducted into this matter. This intake worker has determined that, at this time, neither the interests of the child named above nor of the public require filing of a petition for circumstances relating to §48.13, Wisconsin Statutes. It is this intake worker's belief, however, that the jurisdiction of the court, if sought, would exist. The child (if 12 years or over) and parent, guardian, or legal custodian consent to this informal disposition agreement.		
8. Summary of Facts:		

9. Obligations - Check all appropriate boxes for any combination of obligations

- A. Case held open for _____ months or until _____ Date .
- B. No new referrals to intake.
- C. Counseling: Child Parent/guardian Family
Terms: _____
- D. A.O.D.A. Assessment:
Terms: _____
- E. Parent participation in parenting skills training
- F. Youth participation in a court approved pupil assistance program
- G. Curfew: _____
- H. Daily school attendance; no unexcused absences; obey school rules
- I. Other specific obligations/conditions: _____

The child and parents, guardian and legal custodian are notified of their right to object at any time to the facts or terms of this agreement. If there are objections, the intake worker may alter the terms of the agreement or recommend that a petition be filed. This agreement may be terminated at any time upon the request of the child, parents, guardian or legal custodian. If the informal disposition is terminated, the intake worker may recommend to the district attorney/corporation counsel that a petition be filed.

If at any time during the period of this agreement the intake worker determines that the stated obligations are not being met, the intake worker may cancel this agreement and recommend that a petition be filed.

Upon agreement of all parties the Informal Disposition Agreement may be extended up to 6 months. The district attorney or corporation counsel may file a petition within 20 days after receipt of this agreement. Filing of a petition will cancel this agreement.

10. Date Agreement Effective	11. Date Agreement Terminates	
Print or Type Names	Signatures	Date Signed
Child		
Parent #1/Guardian/Legal Custodian		
Parent #2		
Intake Worker		

Commented [MVH1]: One IDA must be completed per child.

Tip: To minimize the time it takes to fill out the form for multiple children with similar information, fill out one IDA form electronically or manually with the information that is the same for each child (possibly the address, parent's names, summary, intake worker, date, etc.). Then save or scan multiple copies of the form for each child, so it's not necessary to write the same information multiple times.

Commented [MVH2]: The date the referral was received by DMCPS Access unit.

Commented [MVH3]: Write a brief summary of the case and safety issues (1-3 sentences). Explain the supervision arrangements.

If one of the parents/guardians could not be located or refused to sign the IDA an explanation should be provided here. See policy (bullet 4c(i) and your supervisor for further guidance.

Commented [MVH4]: Do not use the first blank spot.

In the second blank, list the specific date the IDA will terminate – 6 months from the date the IDA is entered/signed.

Do not fill out both blank spaces in field A.

Commented [MVH5]: Check if applicable and briefly state the terms.

Commented [MVH6]: See the DMCPS IDA Conditions Job Aid for suggestions and include two sentences about the supervision conditions.

example: "The supervision conditions are _____. The case worker may decrease supervision as conditions are met."

Commented [MVH7]: Required. The date the agreement is effective should match the date it is signed by the parent/guardian and, if applicable, child (age 12+).

Commented [MVH8]: Required. Use the same date noted in above in 9A

Commented [MVH9]: Required if child is 12 or more years old.

Commented [MVH10]: Signatures should be obtained from parent(s)/legal guardian(s). Specific examples: if a father/mother is incarcerated or the father is alleged, efforts must be made to locate him/her and obtain a signature. If the mother has placement and custody, efforts should still be made to obtain the father's signature.

In some cases, it may be appropriate to obtain the signature of one parent/guardian, such as a severe case of domestic violence.

See 2017 policy for further guidance or contact the ADA's office if you have questions.

Commented [MVH11]: Assigned Initial Assessment Specialist or Intensive In-home services Case Manager