



**CASEWORK ACTIVITY: FILING NON-EMERGENCY CHIPS PETITIONS**

Revised 04/20/06

**PURPOSE**

To ensure that the filing of non-emergency CHIPS petitions is done in a timely manner that is consistent with Milwaukee County Children's Court requirements.

**GUIDELINE**

When family situations require the filing of a CHIPS petition but there are no immediate safety concerns, the non-emergency process shall be used to request a CHIPS petition. This is generally done when an case manager has been assigned to a family who has a child with special needs that require out-of-home care, but has no immediate safety concerns.

**PROCEDURE**

The assigned Ongoing Case Management will:

1. Complete the Petition Request for Determination of Status in Need of Protection or Services-Non-Emergency document found on the Legal Document window in the family's eWiSACWIS record.
2. Submit the document to his/her supervisor for approval.
3. Forward the approved form to the DA's office.
4. Prepare the Original Dispostional Court Report utilizing the document found on the Legal Document window in the family's eWiSACWIS record after receiving notice that the court hearing has been scheduled.
5. Submit the approved Original Dispositional Court Report to the Court at least one week before the hearing.
6. Prepare for and attend all court hearings, and testify as needed.
7. Document all the court proceedings on the Legal Action and Legal Status windows in the family's eWiSACWIS record.
8. Place a copy of the request in the Court section of the family's BMCW case file.

**FORMS REFERENCED**

(All forms are available in eWiSACWIS unless otherwise noted.)

Petition Request for Determination of Status in Need of Protective Services—Non-Emergency  
Court Report  
Permanency Plan

**CROSS REFERENCE**

Court Report  
Court Responsibilities