

**BUREAU OF MILWAUKEE CHILD WELFARE**

**PRE TPR SPECIAL NEEDS ADOPTION PROCESS**

**Adoption Consultant  
(Secondary Worker)**

- Sends for legal documents
- Invites prospective adoptive family twice to Orientation meeting or offer home visit
- At Orientation give family an application-30 days to return
- If application not received after several attempts to orient family, discusses appropriateness of case plan with ongoing case manager
- When application received, send referral to supervisor for assignment to adoption worker
- If no identified adoption resource, send to supervisor for assignment to recruit adoption worker
- Sends legal file to DA\*\*\* who will review legal grounds for TPR\*\*\*

**Ongoing Case Manager  
(Primary Worker)**

- Identifies child for whom adoption is the appropriate case plan inclusive of BMCW/ASFA\* requirements
- Requests adoption consultation by completing form called Referral for Termination of Parental Rights
- Discuss and obtain supervisor's signature on form and gives to site consultant

- A. Assigned to worker (secondary) on WISACWIS and transfer of physical file  
 B. Open communication with OCM is essential

