PARENT / LEGAL GUARDIAN NOTICE

NOTICE OF LIMITED NONCONSENT

Request for Written Child Protection Information | WISCONSIN

Date: [Date] Parent / guardian: [Full legal name]

Mailing address: [Street, city, state, ZIP] Email / phone (optional): [Contact]

To: Wisconsin [County / Tribal] Child Protective Services (CPS) Agency

Re: [Child initials / investigation reference]

To the assigned child protection worker and supervisor:

I understand CPS may assess reports of suspected maltreatment under Wis. Stat. § 48.981. I request the two separate written stages of the substantiation review process.

LIMITED CONSENT DECISIONS

I do not give blanket advance consent to voluntary adult interviews, consensual nonemergency home entry or search, optional adult testing or evaluations, blanket release of my private records, or voluntary services or safety plans. Please explain each request and its legal basis separately so I can decide after reviewing it and, if needed, consulting counsel. This statement does not override a court order, independently authorized child interview, lawful investigation or emergency intervention.

STATE-SPECIFIC RIGHTS, EXCEPTIONS, AND DEADLINES

- DCF 40.03 generally requires a WRITTEN agency-review request within 15 calendar days after the DATE OF THE INITIAL SUBSTANTIATION NOTICE. Wisconsin DCF guidance treats mailed review requests by POSTMARK date; faxed or hand-delivered requests have different receipt rules. Keep proof of filing.
- If a final substantiation determination issues (even when no initial review was sought), DCF 40.04 generally requires a separate WRITTEN request to the DIVISION OF HEARINGS AND APPEALS within 10 calendar days of the FINAL NOTICE DATE. The published rule counts mailed filings by postmark, personally delivered filings by receipt, and fax by the division's recorded timestamp; keep transmission proof.
- Child interviews, lawful assessments, home-entry requirements and emergency/court measures are governed separately; declining voluntary adult consent does not stop them.

PLEASE PROVIDE IN WRITING

- Agency worker/supervisor contacts, assessment number, legally disclosable allegations, rights/records information and local complaint policy.
- Written description of all proposed tests, records releases, entry or voluntary safety agreements, with independent authority if described as required.
- Copies of the initial and final findings notices, dates of mailing, the current written review and hearing instructions, DHA mailing/fax details, and the operative version of DCF Chapter 40 or other controlling provision for this case.

Please include this notice in the case file and confirm receipt. I request routine nonurgent correspondence in writing. For urgent child-safety concerns, please contact me promptly through an appropriate available method.

Signature: _____ Date: _____

Printed name: _____

LEGAL REFERENCES: Wis. Stat. § 48.981; DCF 40.03-.04; Wisconsin DCF's current public CPS Appeal Process page and worker guidance (rule-version confirmation outstanding).

LEGAL REVIEW HOLD: Published DCF 40.03-.04 text and DCF guidance support separate 15-day and 10-day review stages. The authoritative 2026 filed-rule version could not be independently obtained here. Use your actual notice, verify delivery instructions with DHA, and retain proof. Research draft; not legal advice.

IMPORTANT - NO APPEAL FILED: This notice does not file an appeal, hearing request, grievance, or court petition; it does not pause any deadline. Follow the case-specific notice and filing instructions.