

INSTRUCTIONS

CFS-323A (Notice to Adult Relatives by Blood or Adoption that a Child Has Been Taken into DCFS Custody)

Purpose:

This notice is used to notify the adult relatives of a child by blood or adoption within the third degree of kinship, of the child's being taken into DCFS custody, and to inform them of their option to participate in the care of, placement with, and visitation with the child, as well as the requirements to become a provisional foster home and the additional services and supports available to children in foster homes.

This notice should be sent within thirty days after the child is transferred to the custody of the Division.

It is not mandatory that this notice be sent to adult relatives who have a pending charge or past conviction or plea of guilty or nolo contendere for family or domestic violence, or a true finding of child maltreatment in the Child Maltreatment Registry. However, if it is determined that the relative may have a meaningful relationship with the child and the charge, conviction, or true finding is such that the relative is not considered to pose a threat to the child, the notice may be sent.

Completion:

To: Type or write the name of the relative.

Address: Enter the full address of the relative.

From: Enter the name and full address of the DCFS entity sending the notice.

Date: Enter the date the notice is sent.

Name of Child: Enter the name of the child being removed.

Home: Enter the name of person(s) from whom the child is being removed.

Contact Information: Enter the name and phone number of DCFS employee who will be point of reference.

Routing:

1. Send a copy to the relative within thirty working days after the child has been transferred to the custody of the Division.
2. Retain a file copy.