

ARLINGTON COUNTY **CHILDREN'S SERVICES ACT**

The Comprehensive Services Act for At-Risk Youth and Families gives your child and your family certain rights and safeguards as you receive services.

These procedural safeguards do not take the place of any other review procedures under existing state or federal law (for example, special education and foster care law).

1. You must receive written notice when the Family Assessment and Planning Team begins the assessment, planning and implementation of the individual family services plan.
2. You must receive the notice in your native language.
3. You must give written permission before any person or agency releases confidential information to other agencies or individuals (unless otherwise authorized by law or ordered by the court).
4. You must consent in writing before the Individual Family Services plan can be implemented. (Note: There are exceptions where there is a need to proceed with services without written consent).
5. You will have a person assigned who is responsible for following the services on the Individual Family Services Plan. This person is called the Case Manager.
6. As a parent you may participate in all Family Assessment and Planning Team meetings about your child. If you are unable to attend a scheduled meeting and do not contact the case manager in advance of the meeting, then you will be considered to have waived your right to be present. You may bring other members of your family, a friend, an advocate or support person with you to the team meetings.
7. You may request a review of the decision of the Family Assessment and Planning Team. The first step is to contact your case manager. If you cannot work out the problem, then you may request in writing a review by the CSA Management Team appointed by the Community Policy and Management Team. The Management Team will respond to your request in writing. If you are not in agreement with the Team's decision, you may appeal to the Community Policy and Management Team.
8. Information about you or your family will be confidential unless you request otherwise.
9. You have the right to see, review, and receive a copy of your records (unless otherwise prohibited by law). You may receive an explanation of these records.
10. You may challenge information in a record that you believe is inaccurate, incomplete, or misleading by providing a written statement to be added to the file with the records in questions.

If you have any questions, please talk with your case manager or agency contact.