



Administrative Review – Dispute Resolution Referral Checklist

- Complete the Dispute Resolution Review Referral Form.
- Attach the individual Family Service Coordination Plan developed by the family team.
- Attach the results of the strengths, needs and cultural discovery assessment that was completed for this family.
- Attach the crisis/safety plan for this family.
- Attach rules of probation or parole, if applicable.
- Attach a release of information signed by this family to share personal information with the OFCF State Service Coordination Committee and Cabinet Council.
- Attach a written statement from the parents/legal guardian that explains their positions and feelings about the dispute.
- Attach the signed council authorization to request the administrative dispute review.
- Mail or email referral packet to your OFCF Regional Coordinator.

Scanned signed documents may be emailed for electronic submission. If you have a question regarding this process, please contact your regional coordinator. If you do not know who your regional coordinator is, please refer to the regional map included in this packet. You will receive a response from the Committee within 30 days of the Committee's receipt of your request.

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