Grievance Review Hearing Request

Date: Insert Date

To:   Insert Name of Director

Director, Children’s Services Bureau

Insert Address

Social Worker: Insert Name and Address

Social Worker’s Supervisor:  Insert Name and Address

Re:   Grievance Review Hearing Request for placement change of Insert Name of Child (Date of Birth; Case Number)

This letter is to request an intra-agency grievance review hearing as authorized and required under California Department of Social Services (CDSS) Manual 31-020.32-34.

None of the exceptions to written notice prior to removal as described in CDSS Manual Section 31-440.21-25 apply, and there is no emergency or compelling need to move this child.  **[\*note: include this sentence only if you do not get 14 days written notice and there is no court order authorizing the move]**

**Put a sentence or two here on why the child should not be moved.**

Welfare and Institutions Code section 16010.7 requires there be attempts to preserve the current placement prior to written notice of removal being given to the current caregiver. It is my understanding that there has been no such implementation of a placement preservation strategy made here. **[\*note: include this sentence if this is true and there has been no CFT consulted or meeting called]**

It is my understanding the grievance review must be held within ten (10) working days of the date the department receives this written request/complaint.   See CDSS Manual 31-020.4.

It is my understanding that unless determined to be in imminent danger the child shall remain with the current caregiver(s) pending the decision of the grievance review hearing by the agency director.  See CDSS Manual 31-020.7.

Very truly yours,

Insert Your Names

Insert Your Address