

Director's Checklist

Processing Notices of Appeal Filed under the *Child, Youth and Family Enhancement Act (CYFE Act)*

A Notice of Appeal form has been received by your office. Use this checklist to ensure that the necessary information gets to the Appeal Secretariat.

Appeals are time sensitive and should proceed as quickly as possible; therefore, it would be very helpful to ensure the Appeal Secretariat receives all relevant information. We have prepared the following checklist for you to use when reviewing the Notice of Appeal to assist us in timely processing.

If all of the information has not been provided by the appellant, you can provide the information when you forward the Notice of Appeal. (Please do not alter the appellant's information.)

One of Part 1 to 8 is completed:

- name of appellant;
- mailing address (including postal code); and
- all telephone numbers (e.g. home, work, cell).

- the date the appellant received a written response to the Administrative Review or if he/she did not receive a written response (if applicable).

The name and birthdate of the child(ren) affected by the decision are provided (if applicable).

"For Office Use Only" section is completed:

- must be signed and dated by Child and Family Services Authority/Delegated First Nations Agency staff; and
- include the worksite number and a contact phone number.

Fax the completed Notice of Appeal to the Appeal Secretariat along with:

- a signed copy of the written notification of the director's decision. If this isn't readily available, please note this on the fax cover sheet along with the date when you will forward it;
- a signed copy of the Request for Administrative Review, if one is required under the CYFE Act, and a copy of the Administrative Review decision, if it has been completed. If these aren't readily available, please follow the same process as for the director's decision;
- the name and contact information of the Director's representative handling the appeal file; and
- the name of the Child and Youth Advocate assigned to the child(ren), if applicable.

Contact Us

If you have any questions, please contact the Appeal Secretariat at:

Mail:

Alberta Children and Youth Services
Appeal Secretariat
3rd Floor, Sterling Place
9940 – 106 Street NW
Edmonton, AB T5K 2N2

Phone:

780-422-2775 (Edmonton and Area)
or toll-free by dialing 310-0000 and
then 780-422-2775

Fax:

780-644-6880