PARENT / LEGAL GUARDIAN NOTICE

DECLINATION OF VOLUNTARY PARTICIPATION

Request for Written Child Welfare Investigation Information

Date: [Date]

From: [Parent/legal guardian full name]

Mailing address: [Street, city, Illinois ZIP]

To: Illinois Department of Children and Family Services (DCFS) - [Office / investigator]

Re: [Child initials or investigation reference number]

To the assigned DCFS investigator and supervisor:

I am the parent/legal guardian identified above. I understand DCFS may investigate suspected abuse or neglect under 325 ILCS 5/7.4. I request that any decision concerning voluntary participation be accurately documented and that I receive legally required notices.

NOTICE OF NONCONSENT TO VOLUNTARY ACTIONS

At this time, I decline voluntary interviews of me and do not consent to nonemergency entry into or a search of my home. I do not voluntarily authorize optional testing, evaluations, or releases of private records. Please make each new request separately and identify its legal basis.

I request information about the purpose and possible consequences of any proposed voluntary services or safety agreement before deciding whether to participate or sign. I may consult an attorney. No blanket consent is granted by this notice.

This letter does not prohibit a lawful investigation or child interview, override any court order, or interfere with action authorized by a legally applicable emergency exception. I recognize that declining cooperation may lead to further investigation or court involvement.

PLEASE MAIL OR EMAIL THE FOLLOWING:

- The official DCFS brochure, “What You Need to Know about Family Safety Reviews and Child Abuse or Neglect Investigations,” plus the Client Rights and Responsibilities information.
- The investigator’s name, official business card/contact details, and supervisor’s name and contact information.
- The report/reference number, whether this is a family assessment or investigation, and the concerns that may legally be disclosed (excluding protected reporter-identifying information).
- Any action presented as mandatory, the specific statute or court authority relied upon, and a copy of any applicable order or notice.
- The final written finding, legally releasable case records, and, if a person is indicated, the official notice and appeal instructions. Please identify the notice LETTER DATE and postmark; permitted filing methods and the AHU address/fax; and any effect of a related juvenile or criminal proceeding.

Please send routine, nonurgent correspondence to my mailing address above. Optional email: [Email]. For urgent child-safety concerns, contact me at [Phone]. Place this notice in the assessment/investigation record and confirm receipt in writing.

I reserve my rights and am not instructing anyone to disregard lawful child-protection authority.

Sincerely,

[Parent/legal guardian signature] _____

[Printed name] _____

ILLINOIS INDICATED-FINDING APPEAL: Generally request review IN WRITING within 60 days after DCFS notification. Under 89 Ill. Adm. Code § 336.80, mailed filings use the POSTMARK; hand delivery and fax/email (where offered) use RECEIPT. Check the actual letter, appeal address, and court-case exceptions. LEGAL REFERENCES: 325 ILCS 5/7.4, 5/7.12; 89 Ill. Adm. Code §§ 336.30, 336.80, 336.190. P.A. 104-0597 is not effective until Jan. 1, 2027. THIS LETTER IS NOT AN APPEAL. Research draft; not attorney-certified.

IMPORTANT - NO APPEAL FILED: This notice does not file an appeal, hearing request, grievance, or court petition; it does not pause any deadline. Follow the case-specific notice and filing instructions.