

On a separate word document - PLEASE TYPE // PLEASE TYPE all information required

Mother full name, DOB, age

Current residential address

Contact phone number (cell/home)

Email address

Father full name, DOB, age

Current residential address

Contact phone number (cell/home)

Email address

Children's full name(s), DOB, age

1.

2.

CPS Investigator Names(s)

Work title/position

Contact phone numbers(s)

Email address

ALLEGATIONS-Who are they against & name/type of the allegation(s)

REQUIREMENT: We will need **TYPED** out document in your own words explaining how CPS became involved. It would be a **timeline** explaining the dates and events involving CPS. It can be a summary or bullet point description. Be as detailed as possible when typing out the document: who, what, when, where, why and how.

Example:

January

- 1/1/2017 – note details who you spoke to and the issue it was regarding, incident
- 1/2/2017 – note details on this day, what occurred, who you spoke to

February

- 2/1/2017 – note details on this day, what occurred, who you spoke to
- 2/2/2017 – note details on this day, what occurred, who you spoke to

IN ADDITION: Please be sure to bring OR send any CPS documents that you may have in your possession (SAFETY PLAN, PCSP ASSESSMENT, FAMILY TEAM MEETING OR CONFERENCE, DRUG TESTING ETC.). If they did not provide you any documentation, please list any information of who you spoke with on the timeline. Be as detailed as possible. If there is a current case open, please provide a copy of the recent documents from court and case number.

PLEASE NOTE: Additional people or family members are not allowed during the time of your consultation. We also ask that you make any necessary arrangements for child care. If you are unable to make child care arrangements, please contact our office to reschedule for a convenient time.