

| Who to Notify When There is a Change of Placement | | | |
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| Who | Form of Notice/Report | Placement Event | Time Frame |
| Court | DCFS 6011, Notice of Replacement Report | Any change in placement. | Prior to or within 72 hours of the child's replacement. |
| Child's Attorney | DCFS 5402, Notice to Child's/NMD's Attorney re: Case Status | Any change in placement, when CSW learns there will be one. | Prior to event. |
| | | As soon as a decision is made with respect to a placement or a change in placement. | Prior to the event, but not later than the close of the following business day. |
| | | <p>Separation of Siblings</p> <ul style="list-style-type: none"> Absent exigent circumstances, as soon as the CSW becomes aware of the need for a change in placement that will result in the separation of siblings currently placed together, the CSW shall notify the child's attorney and the child's sibling's attorney of the proposed separation. When the CSW first becomes aware, by written notification from a foster family agency, group home, or other foster care provider, of the need for a change in placement that will result in the separation of siblings currently placed together, that the child or children shall be removed within seven days. When the placement is the result of an emergency the CSW shall notify the child's attorney and the child's sibling's attorney of this separation. | <p>No less than 10 calendar days prior to the planned change of placement.</p> <p>By the end of the next business day after the receipt of notice from the provider.</p> <p>Provide notice as soon as possible, but no later than the close of the first business day following the change of placement.</p> |
| | | If replacement will remove the child from the school-of-origin. | Prior to the event and within 24 hours of CSW's determination that the proposed change or change of |

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| Child's Attorney <i>Continued...</i> | DCFS 5402, Notice to Child's/NMD's Attorney re: Case Status | If replacement will remove the child from the school-of-origin. <i>Continued...</i> | placement would result in the child's removal from his or her school of origin. |
| Education Rep. or Surrogate | By phone. | If replacement will remove the child/youth from the school-of-origin. | Prior to the event and within 24 hours of CSW's determination that the proposed change or change of placement would result in the child's removal from his or her school of origin. |
| Local Educational Agency (LEA) | In writing. | If replacing a child/youth who has an active Individualized Education Program (IEP), the CSW will notify the past and future LEA of the impending change of placement. | At least 10 days before the change of placement. |
| Court Appointed Special Advocate (CASA) | By phone. | Any change in placement. | Prior to or within 72 hours of the child's replacement. |
| Parent Guardian | By phone. | Any change in placement. | Prior to or within 72 hours of the child's replacement. |
| Tribal Chair or ICWA Coordinator | By phone. | Any change in placement. | Prior to or within 72 hours of the child's replacement. |