

Authority Checklist

Processing Notices of Appeal Filed under the *Family Support for Children with Disabilities Act (FSCD Act)*

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 to us when you forward the Notice of Appeal. (Please do not alter the appellant's information.)

The child's name and birthdate are provided.

Appellant's contact information is complete:

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

Section 3 is complete:

- ___ the date the appellant received the director's decision;
- ___ the date the appellant received the results of a review of the director's decision (if applicable); and
- ___ the date(s) the appellant participated in mediation (if applicable).

"For Office Use Only" section is completed:

- ___ must be signed and dated by Child and Family Services Authority staff; and
- ___ include the worksite number and a contact phone number.

Mail or fax the completed Notice of Appeal (Appeal Committee copy) to the address below along with:

- ___ a signed copy of the written notification of the director's decision. If this isn't readily available, please note this on an accompanying letter or fax cover sheet along with the date by which you will forward it;
- ___ a signed copy of the request for review and the review of the director's decision (if one was completed and is available); and
- ___ the name and contact information of the Family Support for Children with Disabilities caseworker/supervisor handling the file.

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