

Department of Children's Services
INSTRUCTIONS FOR USE OF FORM
CS-4206

Tennessee Department of Corrections (TDOC) Request for Contact

The purpose of this form is for DCS staff to request contact with incarcerated parents in Tennessee prison facilities that have children in DCS custody. This form serves as the official written request from DCS to TDOC. The desired outcome is to maintain the parental bonding between incarcerated parents and their children when it is deemed safe and appropriate by juvenile court, DCS, TDOC and mental health professionals.

This form should be completed by the DCS Family Service Worker (FSW) or their supervisor with all the required information listed on the form and selecting the purpose for contact. There is additional space on the form to provide additional details as needed.

This form will be sent by DCS FSW or DCS Supervisor to the TDOC Warden of the facility and a copy will be sent to DCS Central Office Designee listed on the form. TDOC requires the request form at least seven (7) business days prior to the requested date of contact.

This form will be reviewed by TDOC Warden/Designee for authorization. TDOC staff will provide DCS staff with an authorized signed copy of this form and listing TDOC contact persons on this form for DCS staff to contact and schedule virtual/phone contact with the TDOC resident (parent). If the contact is not approved, TDOC will specify the reason on this form and send to DCS staff.