



Tennessee Department of Children's Services

Notice of Removal of a Child From a Foster Home

To: _____

From: _____

Title: _____

This is to notify you of plans to remove _____ from your foster home on _____. The reason for this move is _____.

If you have questions regarding the reason for this action, you may contact me at _____.

1. Based on the Child and Family Team Meeting decision you are receiving _____ day notice. The date of removal will be a _____.
2. The decision for removal of _____ from your home **is not** subject to appeal and **is not** subject to 14 day notice because:
_____ The child is returned to their parent(s) or legal guardian.
_____ A Court Order requiring such removal from the foster home
_____ The Foster Parents request the removal of a child.
_____ The child has been in the foster home less than twelve (12) consecutive months.
3. You have the right to a 14 day notice of removal of _____ from your home. You may waive that right by signing the waiver form CS-0583.
Signing the waiver does not mean you have committed any inappropriate action, only that you are waiving the fourteen days notice period before the child is removed.

If the child has been in your home 12 consecutive months, you may appeal this removal. If you wish to appeal, please use the attached form CS-0403, enclosed.
4. This removal **is not** subject to a 14 day notice because of an imminent threat to the health, safety or well-being to _____ if he/she is not removed from your home immediately.

If the child has been in your home 12 consecutive months you may appeal this removal. If you wish to appeal, please use the attached form CS-0403, enclosed.

Appeal Process

If you choose to appeal the decision, you may appeal in writing by completing form CS-0403 (see enclosed). You should send all completed forms: CS-0403, CS-0583, and CS-0450 by fax to (615) 741-4518 or scan and e-mail the form to EI-DCS.AdministrativeProcedures@tn.gov. If you are not able to scan or fax the form(s), then you should mail the form immediately after completion to:

Administrative Procedures Division
Department of Children's Services
Plaza Tower-Metro Center
200 Athens Way, 2nd Floor, Suite B
Nashville, TN 37243
Using FedEx or UPS 37228

The form must be received in the Administrative Procedures Division no later than the Close of Business, 4:30 PM Central time, on the tenth business day from the date of this notice. If you have any questions regarding the fair hearing process, please contact the Administrative Procedures Division at (615) 741-1110.

If you do file an appeal on or before this date, the child will not be removed from your home pending the outcome of the appeal except as provided above.

Always check the "Forms" Website for most current version. This form may not be altered.

Distribution: Child's Case File, Foster Home Record, Office of Administrative Appeal
CS-0450 Rev. 11/21

