

**Notice of Grievance Rights**

You are a youth who is being served by Child Welfare Services (CWS). Because of this, you have rights. Your rights are listed in the Statement of Child's Rights While Receiving Services from CWS. Your worker will give you a copy of those rights today. Your worker will also answer your questions about your rights.

If you think your rights aren't being followed, you have the right to file a grievance. You can do that at [okfosteryouthmatters.org](http://okfosteryouthmatters.org), or you can ask your local grievance coordinator (LGC) for a paper form. If you use a paper form, you can give it back to your LGC, or you can email it to [oca.grievances@health.ok.gov](mailto:oca.grievances@health.ok.gov).

You can file a grievance yourself, or someone who cares about you (like a parent, foster parent, or teacher) can file a grievance for you.

No one is allowed to stop you from filing a grievance. No one is allowed to stop you from reporting abuse or neglect. No one is allowed to treat you badly because you filed a grievance. If someone does any of these things, talk to your LGC or contact the Office of Client Advocacy at 405-522-2720.

If you file a grievance, you will receive a written answer. If you don't like that answer, you can ask for someone else to look at it.

**Acknowledgment of Receipt of Rights by Youth**

I received a copy of the Statement of Child's Rights.

My rights were read and explained to me, and I was given the chance to ask all the questions I have at this time.

I feel like I understand all of my rights.

I understand that when I want to talk with someone about these rights, I can talk to my child welfare specialist.

My child welfare specialist is: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

I understand that, if talking to my child welfare specialist doesn't help or I feel uncomfortable, I can:

- Talk to a Youth Advocate at the Office of Client Advocacy (405-522-2720).
- File a complaint at [okfosteryouthmatters.org](http://okfosteryouthmatters.org).

I understand that I am free to do any of these things and contact them at any time.

## Acknowledgment of Receipt of Rights by Placement Provider

I received a copy of the Statement of Child's Rights upon placement of the child in my home.

I was given the chance to ask all the questions I have at this time.

### Signatures

This notice was explained to:

_____	On	_____
Name		Date
_____		_____
Minor or youth signature		Date
_____		_____
Parent or placement provider signature		Date
_____	_____	
Name of person completing form	Title	
_____		_____
Signature of person completing form		Date