**Section 316.60 Notice of Administrative Case Reviews**

A written notice of the date, time, place, and purpose of the administrative case review shall be mailed via U.S. postal service within 21 calendar days prior to the review to ensure that the notice is received 14 days prior to the scheduled review to the following:

a) the parents. The notice shall also inform the parents of their rights to bring a representative with them to the review. The incarcerated parent will be notified of the administrative case review by mailing the notice to the facility where the parent is incarcerated and, when known, this notice will include the name of the facility contact person;

b) the child or youth, if participating in the review per Section 316.50(d);

c) the child's or youth's substitute caregiver;

d) the child or youth's guardian ad litem, legal representative, and any court appointed special advocate; and

e) the child welfare contributing agency caseworker (if applicable) via electronic mail.

(Source: Amended at 48 Ill. Reg. 12195, effective August 1, 2024)