

Foster Parent Records Request General Guidance

In Massachusetts, foster parents have the right to access their own foster parent record from the Department of Children and Families (DCF). Here's how you can request it:

1. **Submit a Written Request:** Write a formal letter requesting your foster parent record. Include your full name, address, phone number, and any identification numbers (like your foster parent ID) associated with your record. Be clear about what documents or information you want, such as licensing history, background checks, or home study assessments.
2. **Contact Your [DCF Area Office](#):** Send the request to your local DCF Area Office or your assigned social worker. You can also reach out to the DCF Records Access Officer (RAO), who oversees public record requests for the agency.
 - a. The Department of Children and Families has designated the following employee as the Primary Records Access Officer (RAO) who will assist requesters in fulfilling their requests:

Steven Treat, Primary RAO
Title: Assistant General Counsel
Business address: 600 Washington Street, 6th floor, Boston, MA 02111
Business telephone number: 857-338-3018
Business email: DCF.RAO@state.ma.us
3. **Request Through the Public Records Division:** DCF falls under Massachusetts' public records law, meaning you can formally request access to certain documents as public records. Submit your request online through the Massachusetts Public Records Division if you prefer a formal records request.
 - a. Here is the [online form provided by the Department of Children and Families for submitting a public records request](#).
4. **Follow Up:** If you don't receive a response within a reasonable timeframe (usually 10 business days for public record requests), follow up with the RAO or DCF office.

Template Email for Submitting a Formal Records Request:

*Please note that anything highlighted in **yellow** below should be updated with your information.*

Subject: Records Request - DCF Foster Parent

(Please note - secondary foster parent must be CC'd on the email if applicable, to avoid information being redacted from your record.)

Good **Morning/Afternoon/Evening**,

My name is **full Name**, I am a current/former foster parent for the Massachusetts Department of Children and Families in the **DCF AREA/ADLU OFFICE**. I am reaching out to request any and all documentation that the Department of Children and Families has recorded regarding my foster parent record. Specifically, I am requesting the following:

Primary Foster Parent Full Name:

Phone Number:

Email Address:

DCF Office:

Secondary Foster Parent Full Name:

Phone Number:

Email Address:

DCF Office

Documents I am requesting:

- My full record
- All records from the follow date range: _____

The below records from the following date range: _____ (select all that apply)

- Relevant case notes
- 51A/B filings and determinations
- Licensing and annual assessments
- Background checks
- Fair hearing proceedings and determinations
- Other (please specify):

Please let me know if you have any questions for me or need any additional information to fulfill this request.

Thank you,
Full Name / Signature