

**Do you want a review
of a decision you have
received from an**

**Ontario
Children's Aid Society
or licensee?**

**You have the right to voice your
concerns.**

**This is easy to do and the same
across the province.**

STEP 1

Fill in a *Removal of Crown Ward* or *Refusal of Adoption* form and mail or fax it to the CFSRB within 10 days of receiving notice from a CAS.

STEP 2

Within 7 days, the CFSRB will let you know by letter if it can review your matter and set a date and time for a hearing. This hearing must take place within 20 days of the date you received the letter.

STEP 3

Attend the hearing with the CFSRB.

STEP 4

The CFSRB will send you a written decision within 10 days after the hearing.

**You can ask for a review by the
Child and Family Services Review
Board (CFSRB) if:**

You are a foster parent and have received written notice from a CAS telling you that it will remove a child who is a Crown ward and has lived with you continuously for at least two years. This notice should be accompanied by a *Removal of Crown Ward* form.*

You have applied to adopt a particular child and received written notice from a CAS telling you that your application has been refused. This notice should be accompanied by a *Refusal of Adoption* form.*

You have received written notice from a CAS or licensee that a child placed with you for adoption will be removed. This notice should be accompanied by a *Refusal of Adoption* form.*

* In cases involving Aboriginal children, the child's band or native community will also have received notice.



What is the Child and Family Services Review Board (CFSRB)?

The CFSRB is an independent board responsible for reviewing certain actions and decisions made by children's aid societies.

What do I do first?

Mail or fax the completed Removal of Crown Ward or Refusal of Adoption application form within 10 days of receiving the CAS or licensee's notice to:

Child and Family Services Review Board
2 Bloor Street West, 24th Floor
Toronto ON M7A 1E9
Telephone (416) 327-4673
Toll Free 1-888-728-8823
Fax (416) 327-0558

Copies of these forms are available from any CAS, the Child and Family Services Review Board, or the Ministry of Children and Youth Services at
www.children.gov.on.ca

What happens next?

Within 7 days, the CFSRB will respond to you by letter. If your request is eligible for review, this letter will set a date, time and place for a CFSRB hearing to review the CAS or licensee decision. This hearing must be held within 20 days of the date you received the letter.

Who attends the CFSRB hearing?

- You
- If an Aboriginal child is involved, one representative from the child's band or native community may choose to participate
- One or more representatives from the CAS or licensee
- Any other person the CFSRB thinks should attend the hearing
- An interpreter will be provided by the CFSRB if you need one.

What happens after the CFSRB hearing?

The CFSRB will send you a written decision within 10 days after the hearing.

For more information contact

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