



---

**Illinois Department of Children & Family Services**

Date: \_\_\_\_\_

Child: \_\_\_\_\_

Child ID #: \_\_\_\_\_

This letter is being written to acknowledge the receipt of the written request to review the increase in your child's needs.

- The documentation that you submitted is sufficient and will be reviewed at the next meeting on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.
- The documentation that you submitted was insufficient. We are requesting additional information/documentation including: \_\_\_\_\_

This information should be sent to me at the address below and I will forward it to the Post Adoption / Guardianship Services Review Committee. If sufficient documentation has been submitted, you will be receiving a letter once the committee has reviewed your request and reached a decision. As soon as we receive the additional information requested, as noted above, we will send you written notification of the Department's recommendation and decision. If you have any questions, please feel free to further contact me at (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Subsidy Worker

Region:  
Address:

