



Arizona Department of Child Safety

Douglas A. Ducey
Governor

Gregory McKay
Director

May 11, 2016

To: All Field Staff and Field Management

From: Shalom Jacobs, Deputy Director of Field Operations

Re: Required Documents When Filing a Dependency Petition

Effective May 11, 2016, when sending a request to the Attorney General's (AG) office for the filing of a Dependency Petition, a Temporary Custody Notice (TCN) and a Team Decision Making (TDM) summary report must be attached. If a TDM is not held by the time the worksheet is sent to the AG's office, indicate in the e-mail that the TDM was not yet held and the reason.

Please ensure that Dependency Petitions are filed timely and TDMs are being held in accordance with policy Chapter 2 Section 8 – Team Decision Making.

Sincerely,

A handwritten signature in black ink, appearing to be "S. Jacobs", written in a cursive style.

Shalom Jacobs
Deputy Director of Field Operations
Department of Child Safety