**Best Practice Guidelines for DCF involvement in ACT 264 meetings**

* Teams are REQUIRED to ask the family if they want DCF at the CSP as part of the partnership
* If no DCF involvement:
  + Parent/Guardian can say **NO** and no further action needed
    - No invitation or notification to DCF
  + Parent/Guardian can say **YES** and facilitator gets releases signed to invite DCF and fill out referral questions
* If there is DCF involvement and no DCF custody:
  + Parent/Guardian says **NO**
    - Discuss barriers and concerns with family and emphasize importance of team discussion and collaboration
    - It is not considered an ACT 264 if part of the team is not in attendance
    - Team can have a different type of meeting as appropriate
  + Parent/Guardian says **YES**
    - Fill out releases and invite assigned worker
* If there is DCF custody:
  + DCF must be present at the meeting

