Connecticut Department of Children and Families

REQUEST FOR INMATE PARTICIPATION IN DCF CONFERENCE CALL

DCF-2350

7/23 (Rev.)

TO BE COMPLETED BY REFERRING DCF SOCIAL WORKER		
Referral Date:	SW LAST Name:	SW FIRST Name:
Inmate's LAST Name:	Inmate's FIRST Name:	Inmate Number (DOC Website):
Call-in number (desk, cell and/or ZOOM/TEAMS teleconference):	Participation Code (ZOOM/TEAMS passcode/member ID):	
Date of Conference Call (need 48-hour notice, if possible):	Time of Conference Call (between 8:30 - 11:30 am, or 1:15 - 2:30 pm):	
Facility (Locate on DOC website, under "Inmate Search"):		
Comments: Explain why it needs to be less than a 48-hour notice: ZOOM/TEAMS TELECONFERENCE INFORMATION:		

*** ALL FIELDS MUST BE ENTERED***

A call should take no longer than 15-20 minutes (if a longer contact is needed, you should schedule a visit at the facility to meet with your client). DCF Liaisons may be able to provide additional time on calls for reasons such as ACRs or CRs. Include in comments and discuss with liaison in advance for best days/times

Forward the completed form to one of the DCF Liaisons listed below:

Kamara.Amaker@ct.gov **KIMBERLEY.CASEY@ct.gov** KAREN.KEATLEY@ct.gov

Kamara Amaker- Hartford Correctional - Monday and Tuesday
Bridgeport Correctional - Thursday

Kimberley Casey- (DCF Kim Casey) MYI - Tuesday, Wednesday and Thursday

Karen Keatley- New Haven Correctional - Monday
MacDougall Correctional - Tuesday
York CI - Wednesday and Friday
Corrigan Correctional - Thursday

Please submit this form to one of the liaisons for any other DOC Facility. DOC needs a 48-hour notice