**Section 316.60 Notice of Administrative Case Reviews**

A written notice of the date, time, place and purpose of the administrative case review shall be mailed within 21 calendar days prior to the review to ensure that the notice is received 14 days prior to the scheduled review to the following:

a) the parents. The notice shall also inform them of their rights to bring a representative with them to the review;

b) the child, if participating in the review per Section 316.50(d);

c) the child's foster parents or relative caregiver;

d) the purchase of service provider agency caseworker (if applicable); and

e) the child's legal representative. The caseworker is responsible for providing the name and address of the child's legal representative and all parties that are to be invited to the review.