



Community, Family & Youth Services

Family Enrichment Center

Polk County River Place
2309 Euclid Avenue
Des Moines, IA 50310
PH: 515-286-3406
FAX: 515-286-2055

Individual File Review Policy

Family Enrichment Center (FEC) participants have the right to view information in their file which was created by FEC staff. Information contained in the file from a third party will not be released.

Participants wishing to have access to their recorders/files shall submit an **Individual Request Form** to the Program Administrator, currently Doug Stodgel, for review.

If a participant is granted permission to review their file, the Program Administrator and/or Senior Social Worker will be present. Participants may submit comments to be placed in their file but FEC staff will not provide a response. A copy of the files contents may be provided to the participant free of charge if requested.

If the Program Administrator feels there may be a conflict, the Polk County Attorney's Office will be consulted. If a participant is denied access to their file, the Program Administrator will communicate the decision in writing.

The Program Administrator will consult the Polk County Attorney's office if they feel there may be a conflict. If access is denied, the Program Administrator will communicate this in writing to the participant.

FEC participants will be informed of the right to review their file during the intake process via the Program Summary form.



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Participant Request to Review File

This form constitutes my request to review my file maintained by the Family Enrichment Center (FaDSS Program).

Today's Date: _____

Name: _____

Address: _____

Family Development Specialist: _____

I understand that this request will only allow me to review information in my file that was produced by the staff at the Family Enrichment Center and that I will not be permitted to review information or documentation from other agencies.

Signature: _____ Date: _____