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**Commissioner**

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**Memorandum**

**To: Foster Care Providers**  
**CC: Winette Saunders-Halyard, Deputy Commissioner for Youthful Offender Programs, NYC Department of Correction (DOC)**  
**Julie Farber, MSW, Deputy Commissioner-Division of Family Permanency Services**  
**From: Sabine Chery, LMSW Assistant Commissioner, Office of Older Youth Services-Youth Justice Area**   
**Date: 8/16/2016**  
**Re: Case Conference on Rikers Island updated**

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**The below Memorandum is being re-issued in order to provide guidance to the Provider Agencies on the process for case conferencing and visiting youth 16-21 at Rikers Island.**

In order to conduct a case conference on Rikers Island, the following information is required to be sent to Program Coordinator:

1. Youth last and first name
2. Youth Book & Case Number
3. Youth NYSID and the Facility that the youth is housed in (ex. RNDC, GRVC, EMTC, etc.)
4. Include the name and title of the individual who will be conducting the conference along with any other names and titles of individuals that are participating in the conference.
5. Also, depending on how you are traveling to and from Rikers Island, if you are utilizing a company or private vehicle, you must include the year, make and model of the vehicle, the vehicle's color, the vehicle's license plate number and the vehicle identification number (VIN#). The driver must have a valid driver's license, registration card and the insurance card.

6. You can also take public transportation, however you have to let them know your means of transportation.

**All parties participating in the conference must also have an up to date pictured identification card from the agency they are representing. If parent(s) are involved, they must have an appropriate state identification card.**

**\*\*Effective October 7, 2013** all visits to see youth on Rikers Island who are at Robert N. Davoren Center (RNDC) **must be** scheduled **after 1:00 pm** Monday, Wednesday-Friday. For all other facilities on Rikers Island visits can be scheduled between 9:00 am-4:00 pm.

**No conferences can be scheduled on Tuesdays as this is ACS Children of Incarcerated Parents Program (CHIPP) visits.**

**\*\*Effective November 13, 2013 all** Family Team Conferences (FTC) for youth on Rikers Island must be sent to [Patricia.Bassy@acs.nyc.gov](mailto:Patricia.Bassy@acs.nyc.gov)

If you are in need of any further assistance, please do not hesitate to contact:

Patricia Bassy, Executive Director  
(212) 513-0343 (Office)

or Youth Justice Coordinator  
[Dhanraj.Maharaj@acs.nyc.gov](mailto:Dhanraj.Maharaj@acs.nyc.gov)