

Youth Engagement Request

Frequently Asked Questions (FAQ)

What is the Youth Engagement Request process?

The Youth Engagement Request process makes sure that all requests for young people in Juvenile Rehabilitation (JR) to participate in events, meetings, or discussions are reviewed. The process also makes sure that all requests are approved in a timely manner.

Why does Juvenile Rehabilitation have this process?

Through this process, JR can support meaningful and effective participation in events that align with program goals and JR policies. This process helps JR maintain the safety and well-being of young people.

How far in advance should I submit a request?

Requests should be submitted at least one month (30 days) in advance of the event date. If you need to submit a request with less than 30 days' notice, you must provide reasoning.

How do I submit a request?

To submit a request, please follow these steps:

1. Complete the Youth Engagement Request Form.
2. Complete all sections of the form. Incomplete forms will be returned.
3. Email the completed form to **dcyf.jryouthengagement@dcyf.wa.gov**.
4. The review process takes up to 7 business days.

What happens after I submit my request?

- You will get an email that your request was received.
- Your request will be reviewed within 4-7 business days.
- If approved, you will be connected to the best contact for coordination.
- If you are not approved, you will receive a message explaining the reason for the decision.

What if my request is incomplete?

If the information is missing, your request form will be returned to you to complete. The missing items may be highlighted. You will need to resubmit the form once it is complete.

CONTACT

If you have questions, please email **dcyf.jryouthengagement@dcyf.wa.gov**.

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DCYF PUBLICATION JR_0097 (03-2025)



Washington State Department of
CHILDREN, YOUTH & FAMILIES