



Eric J. Holcomb, Governor
Eric Miller, MPA, MBA, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-234-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

Date:

Dear _____,

The Department of Child Services (DCS) is a state agency working to protect children from abuse and neglect through partnership with families and communities. I am a Family Case Manager with DCS and am currently assessing allegations of abuse and or neglect involving_____. You have been identified as a parent or guardian; therefore you may be a party to this case.

I will be contacting you regarding the assessment allegations and am interested in learning more about you and your child and how I may assist your family while working with DCS. Some of the topics we may discuss are included in the enclosed questionnaire and will help me better understand the strengths and needs of your family. It is very important that you complete the questionnaire and return it to me in the enclosed self-addressed stamped envelope. This information will be a starting point for gathering and sharing information about your family.

Currently, your child is being cared for by a:

Parent (In-home) Foster Caregiver Relative Caregiver
 Group Home Provider Kinship Caregiver Other

Please do not hesitate to contact me with any questions or concerns.

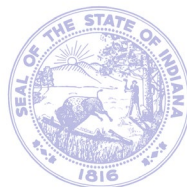
Sincerely,

Family Case Manager

Address: _____
Phone number: _____

Email: _____

Enclosures: Incarcerated Parent Demographics & Incarcerated Parent Information Form
Two (2) pre-addressed stamped envelopes



Children will live in safe, healthy and supportive families and communities.