



Eric J. Holcomb, Governor
Eric Miller, Director

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

If you suspect a child is being abused or neglected, call the Child Abuse & Neglect Hotline at (800) 800-5556.

Date:

Dear _____,

I am a Family Case Manager (FCM) with the Department of Child Services (DCS) and am currently assessing allegations of abuse and/or neglect involving _____. You have been identified as a parent or guardian; therefore, I am required to contact you. DCS is a state agency working to protect children from abuse and neglect through partnership with families and communities.

I will be contacting you regarding the assessment allegations and am interested in learning more about you and your child(ren) 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 pre-addressed stamped envelope.**

Currently, your child(ren) is being cared for by a:

- Parent (in-home) Foster caregiver Relative caregiver
- Group home provider Kinship caregiver Other (_____)

Please feel free contact me with any questions or concerns.

Sincerely,

Family Case Manager

Address: _____ Email: _____

Phone number: _____

Enclosures:

Incarcerated Parent Demographics (SF 56538) & Incarcerated Parent Information (SF 56539) forms
Two (2) pre-addressed stamped envelopes

