



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 will be working with your family throughout your involvement with the agency. As the Permanency FCM, my duties include assisting those involved in the case with identifying and utilizing strengths and supports to create, adjust, and meet case plan goals. I am also responsible for reporting your family's progress to the court and ensuring the safety and well-being of your child.

I have enclosed a questionnaire which will assist DCS to better understand the strengths and needs of you and your family. You may have already received this questionnaire from the Assessment FCM. If you have not completed the questionnaire or would like to provide additional information, please complete it as soon as possible and return it to me in the enclosed pre-addressed stamped envelope.

Here is a brief update on how your child(ren) is doing:

If you would like to write your child(ren) a letter, please mail it to me at the address below. I will review all letters/cards to ensure they are appropriate before forwarding to your child(ren).

I will contact you throughout the time your family is involved with DCS. However, please feel free to contact me with any questions, concerns, or suggestions regarding your case or services you feel would benefit your family. I look forward to working with you.

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

