

(Insert Current Letter Head)

(Date)

Dear Relative,

This letter is written to inform you that your ____(relationship)_____,
__(Name)_____, _____(DOB)_____, was placed in the custody of the Secretary
of the Department for Children and Families for out of home placement on
__(Date)_____.

Relatives play an important role in the lives of children, especially those temporarily being cared for by someone other than their parents. Federal and state law requires DCF to consider relatives first when seeking a placement for children in the custody of the Secretary. Studies show children do better when placed with people who know and care about them. The children stay connected to their family and culture and experience more stability. Relatives may be involved with children in care in other ways, such as providing support to the parents, being a mentor for the child in care, offering to transport the child to school or activities, etc.

In the next few days, you will be contacted by a representative from ____ (agency name)____, at __ (phone number)____ that provides foster care services for the State of Kansas. This will be your opportunity to offer to be considered as a placement resource, or explore other ways you can be involved with the child or in the child's life. You can also request to be informed of meetings. Enclosed is a card that explains the process and financial options that are available should you become the placement resource for the child.

Failure to respond to this notice may result in the child continuing placement in a foster home with persons not known to the child.

A Family Handbook is provided to parents when their children are placed in out of home care. It provides more information about the child welfare system. If you would like a copy, please let the child's worker know. We know this is a trying time for your family. Keeping this child connected to family is important, and we hope that you will choose to help in whatever way you can.

Sincerely,

DCF CPS Specialist

(Insert Current Letter Head)

(Insert Current Letter Head)



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