Sample Notice to Relatives Letter

Dear (Relative)

You are being contacted because you have been identified as a relative of (name of child) who is not currently able to live with his/her parents at this time. As someone who may be interested in the well-being of this child, you may be able to help.

It is important for children to maintain family connections, especially when they must temporarily live outside of their home and be cared for by someone other than their parents. Staying connected with extended family members or friends, can help reduce the amount of trauma a child experiences.

If you are willing and qualify, you may be able to care for (name of child) as a kinship foster parent. By indicating your interest, you may have the opportunity to provide temporary or permanent care for (this child). As a caregiver, there are several options that may be available to you. The type of option you choose will impact:
- the types of financial help and services you can receive to help you care for the child,  
- the level of involvement the child welfare agency and courts will have with the child, and  
- your right to make decisions for the child

The enclosed brochure explains each of the options. It also explains other ways to be involved such as relative visitation, being a support for the family or helping to identify other family members who might help.

When a child is placed in the state’s care, we immediately begin to work with the parents to develop permanent plans for the child. In order to provide a stable environment for children, we seek to move them as little as possible. If you are interested in caring for this child, we would like to know your interest and ability to provide short term care or to be considered as a permanent family for (name of child) if necessary.

It is important that you contact me, the child’s caseworker, as soon as possible to discuss the various ways you can help as a relative of this child. My phone number and email address are below. **Please respond within 7 days of receiving this letter to be considered as a placement option for this child.** If you cannot reach me, please contact my supervisor, (supervisor’s name) at (phone number). The enclosed brochure also includes contact information for other organizations that help grandparents and other relatives raising children and may be helpful to you.

As we need to make placement decisions and plans quickly, the agency will continue to explore all other potential placement resources for (name of child).

Sincerely,

_________________________________                                          ________________
DCFS, Child Protective Services Worker                                          Date
Address
Phone Number
Email Address