

Department Letterhead

Sample Case Decision Letter to Caregiver – Family Assessment

[Date]

[Caregiver's Name]
[[Street Address]
[City, State ZIP Code]

[Re: Child(ren)'s Name]

Dear [Caregiver's Name],

This letter is to serve as a follow-up regarding the concerns discussed during [assessor's name] most recent visits to complete the Child Protective Services Family Assessment on the above referenced child(ren). In discussing whether your family could benefit from services from this agency and/or from the community, the decision made was that:

- Your family was found to be **In Need of Services (05)**, and the County Department of Social Services will be providing services to your family to address the concerns discussed during the Family Assessment. A social worker will be meeting with your family within seven (7) days to begin making a plan to address those concerns.
- The County Department of Social Services **Recommended Services (06)** to your family and your family has accepted these services. These services include: and will be provided by the following agencies: .
- The County Department of Social Services **Recommended Services (06)** to your family, but your family declined. The Department's Child Protective Services case is hereby closed.
- The County Department of Social Services will not be providing services to your family, as **Services were Not Recommended (07)**. The Department's Child Protective Services case is hereby closed.
- It was found that **Services were Provided and Protective Services are No Longer Needed (08)** for your family. The Department's Child Protective Services case is hereby closed.

We appreciate your cooperation throughout the Family Assessment process. If the decision was made that the County Department of Social Services will not be providing services to your family and you decide later that you are in need of assistance, please do not hesitate to contact our office. We will be glad to talk to you about receiving any available services that you may need.

If you have any questions, please contact me at () - .

Sincerely,

Social Worker

Child Protective Services Supervisor

Cc: file