Dear [*Relative Name]*,

My name is [*Staff Member Name]* and I work for [STATE *Agency Name]*. I am working with the [*Family Name]* family. Their [*child(ren)], [Child(ren)'s Name(s)],* [*is/are/will soon be]* in the custody of the child welfare system. I am contacting you because **you were named as a relative or person with an existing relationship with the family**. We consider any adult with a meaningful relationship to the child a family member (or “kin”), even if you are not related by blood or marriage.

*[Agency Name]* values the importance of children’s relationships with kin and is committed to search for kin of children who have been separated from their parents so that they may continue to benefit from family connections. We would like to know more about your relationship with [*Child(ren)'s Name(s)]* and the ways that you would consider being involved in their planning, care, placement, and well-being. These options include but are not limited to:

* caring for [*Child(ren)'s Name(s)]* in your home
* visiting [*Child(ren)'s Name(s)]* in their new placement
* sharing family history
* identifying other relatives
* celebrating milestones and holidays
* making phone or written contact

Attached to this letter is an information sheet about kin placement, including the benefits available to your household and the process for becoming licensed as a caregiver.

***If you are interested in being considered for placement of Child(ren)'s Name(s), please contact me as soon as possible by telephone at [Phone Number].***

There is also a form to get information about you and other relatives who may be interested in being part of the [*child(ren)’s life/lives]*. Because we are currently planning for [*Child(ren)'s Name(s)]*, please complete and return the [*Name of Form(s) form(s)*] within [*time frame]*. To return the form[*s*], a self-addressed, stamped envelope is included. If you do not respond, you may lose the opportunity to participate in their planning and placement.

If you have any questions about the information in this letter or you want more information about [*Child(ren)'s Name(s)]* and their needs, please do not hesitate to call.

Sincerely,

[*Caseworker Name*]

[*Agency Name*]