

Family Assessment Disposition Notification Letter (CS-21a)

PURPOSE: This form letter is completed by the worker that conducts a Family Assessment. It is sent to the parents following the conclusion of the Family Assessment when the decision is made regarding whether a Family-Centered Services (FCS) case will be opened.

NUMBER OF COPIES AND DISTRIBUTION

This form letter is generated from FACES once the Child Abuse/Neglect Investigation/Family Assessment Summary is submitted for approval. Copies of the letters should be placed in the report file.

NOTE: It is not required to send the CS-21a to the non-custodial parent when staff has completed a Family Assessment, but an attempt must be made to engage the custodial parent in seeing the potential importance on the non-custodial parent in the family's current and on-going situation.

NOTE: This letter is sent to the parents when the reported situation involves abuse/neglect by a non-emancipated minor.

NOTE: There may be situations in which the alleged perpetrator on an assessment is not a parent and not a member of the household. FACES will generate the CS-21a for that perpetrator, but staff is only required to provide the CS-21a to a parent and/or a household member or to anyone staff provided the Description of the Family Assessment (CS-24a).

INSTRUCTIONS FOR RETENTION

This form is kept until the entire case is destroyed.

MEMORANDA HISTORY

CS95-20; CS95-21; CS02-24; CD16-05