 

Date

Family Name  
Address  
City, State, ZIP

Dear HOH Name,

The FaDSS program received a referral for your family from Referral Source on Date. At that time, you were placed on a waiting list. You are now at the top of the waiting list, but we have not been .

Please call me at Number at your earliest convenience, so we may discuss the program and next steps in more detail.  date you will be removed from the FaDSS program waiting list.

Sincerely,

Staff Signature

Phone Number

Email Address

Office Address

**Appeal Notice:**

You have the right to appeal decision(s) made in the FaDSS program. Appeals may be made by telephone or in writing to the FaDSS State Program Manager:   
**Phone:** (515) 343-6459  
**Mail**: FaDSS State Program Manager  
 Lucas State Office Building, 3rd Floor  
 321 E 12th St  
 Des Moines, Iowa 50319  
**Email**: [FaDSS@hhs.iowa.gov](mailto:FaDSS@hhs.iowa.gov)