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Date:

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Regarding:	Birthdate:
Parent's Name:	
Parent's Address:	

Dear _____ :

You are invited to come to a meeting to review the status of this child. The meeting will be at:

Date:	Time: _____
Place:	

The meeting will probably take about _____ minutes. If you plan to attend the meeting:

- You do not have to notify anyone.
- Please notify _____ .

There is more information about the meeting on the other side of this page. If you have any questions about the meeting, please get in touch with:

Social Work Case Manager:	Phone:
Address:	

For a child who is not in foster care, the purpose of the meeting is to see whether there are any services that will meet the child's needs without the child going into foster care.

For a child who is in foster care, the purpose of the meeting is:

- To see whether the child still needs to be in foster care,
- To see what is the long-term plan for the child, and
- To see what is being done to end the need for the child to be in foster care.

Using the information discussed at the meeting, the Department of Human Services' social work case manager assigned to the child will make a plan for:

- Services to be provided to the child by the Department of Human Services and
- Services from provider agencies, as applicable.

The people invited to the meeting include:

- Staff of the Department of Human Services.
- The child's parents, guardian, and custodian.
- The child's family foster parents.
- Staff at the residential facility where the child is placed.
- A person providing pre-adoptive care for the child.
- A relative providing care for the child.
- Providers from agencies who are providing services to the child or the family.
- The child's guardian ad litem.
- Staff from the schools and the juvenile court.

If you attend the meeting, you will be asked to express your observations and your opinions about the child. You will have the opportunity to ask questions about the observations and opinions of the other people there. If you do not come to the meeting, you may send your comments in writing to the social work case manager to be shared at the meeting.

No child receiving services from the Department of Human Services shall, on the basis of race, creed, color, sex, age, physical or mental disability, religion, national origin, or political belief:

- Be excluded from participation in human service programs,
- Be denied the benefits or services of human service programs, or
- Be subjected to discrimination while in human service programs.