

_____(Date)

Relative Name:
Street Address:
City/State/Zip:

Dear _____,

_____(Child/ren Name/s) _____(has been, have been, will be) removed from the physical custody of _____ (caretaker name) and _____ (is/are/will be) placed into the care and custody of _____ (County DSS). You are being contacted because you have been identified as a relative. North Carolina recognizes and values the importance of children's relationships with relatives. Under federal law when a child is removed from parental custody, close adult relatives have a right to be notified and given options about how they can participate in the care and planning of the child.

As a relative, you may consider having contact with _____ (Child/ren Name) such as writing letters, phone contact or visitation. You may also consider providing a temporary or permanent home where _____ (Child/ren Name) can live. Where children live depends on the needs of each child, your interests and the assessment of the home.

Enclosed you will find a self addressed stamped envelope and two forms. One form is called, "**Relative Interest Form.**" This form includes a place to check if would like to have contact with _____ (Child/ren Name/s) and, or if you might be able to provide a home for _____ (Child/ren Name/s). The back of the form lists options on how relatives may be able to provide a home to children. The other form is the "**Relative Search Information Form,**" and can be used to write down contact information of other family members you know of that we may contact.

Since we are currently planning for _____ (Child/ren Name/s), please complete and return the forms within 30 days. If the forms are not returned and, or DSS is unable to communicate with you in some other way, DSS will assume that you are currently unable to provide a family connection or a home for {Child's Name} to live. You may return forms to: _____ (Social Worker), _____ (County DSS), _____ (Address), _____ (City/State/Zip).

If you have any questions regarding the information in this letter, please don't hesitate to contact _____ (Social Worker) at _____ (Phone #).

Sincerely,

SAMPLE