

# DSS

## *Serving Children and Families*

KIM S. AYDLETTE, STATE DIRECTOR

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_ :

Thank you for your interest in becoming a family for our children. Enclosed please find an application that you will need to complete. Also, the agency is required to conduct background checks on all adult household members. Enclosed are release of information forms for Child Protective Services (CPS) and State Law Enforcement Division (SLED) record checks. Please complete these forms and return them to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As we go through the assessment process, you will be asked to provide several documents to verify information. A checklist indicating the information needed is enclosed. You may want to begin gathering the information.

We look forward to working with you toward your goal of becoming a family for our children. If you have questions, please contact me at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Enclosures

DSS Letter 30222 (OCT 03)