

**INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN
COVER LETTER SAMPLE**

March 1, 2006

State of _____

Attn: Deputy Compact Administrator
Interstate Compact on the
Placement of Children

RE: _____ (DOB _____) AKA _____
_____ (DOB _____) AKA _____

Resource: _____ Relationship to Child(ren) _____
Address: _____ City _____ State _____ Zip _____
Telephone number: _____

Dear Sir:

This request for child welfare services is being made pursuant to our contract with the Florida Department of Children and Families. Mr. and Mrs. _____ contacted our agency directly expressing an interest in providing a home for the children. Because we are required to explore all interested relative resources, we are requesting a relative study of the maternal aunt and uncle.

The children are currently in the legal custody of the Department in a foster care placement and their continuing needs include _____

_____.

Please assess the resource's ability to meet the children's ongoing service needs. The next six month judicial review hearing is scheduled for _____ at which time we hope to recommend placement of the children with the approved resource.

Be advised that Florida requires monthly supervisory contact with the children and a written progress report is requested. If additional information is needed please contact the assigned counselor, _____, at _____ or the supervisor, _____, at _____.

Thank you for your prompt attention to this request.

Sincerely,

Counselor

Supervisor