Date

# (Foster Parent Name)

# (Address)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I wish to inform you that your foster home has currently been placed on-hold status.

Your R&C worker, **(R&C Worker’s Name)**, has requested an exception for continued approval as **(TYPE)** Foster Home while the below identified issue is resolved as quickly as possible:

[ ]  Annual Background Check results received

[ ]  Training: (specific hours listed for each parent in need)

A minimum of 10 hours of annual training is required in order to maintain the approval status for your foster home. The next annual review date for the training and background checks will occur in **(Month/year)**.

The re-certification process for your foster home will occur every three years. Your next re-certification date will occur in **(Month/Year)**.

The mandatory training is required to be completed by **(Month/Year)** in order to maintain your home as an approved status (*these can count toward the 10 hours of training mentioned above*):

Trauma Informed Care (12 hours)

Sexual Abuse (12 hours)

Behavioral Management and Skill Development (5 hours)

Psychotropic Medications (1 hour - online)

Foster parents are a vital and essential part of our efforts to help families and children in need. We thank you for your partnership in the foster care program and hope this is able to be resolved to allow us to continue working together.

Sincerely,

**(FSOS Name)**

R&C Supervisor

Enclosure: DPP-154

CC: Foster Parent File, CBW, Billing Specialist