

# COVER LETTER

A cover letter on agency letterhead **must** accompany each request for a home study. At a minimum the letter **must** include:

1. The legal name and date of birth of the child(ren). Also include any alias name for each child.
2. The name, address and telephone number of the resource and their relationship to the child(ren).
3. The opening sentence of the letter **must** read “This request for child welfare services is being made pursuant to our contract with the Florida Department of Children and Families”.
4. The main body of the letter **must** contain:
  - a. The type of home study you are requesting, e.g. parent, relative, adoption, or foster home evaluation. This **must** match the 100A.
  - b. An explanation of the child’s needs including any special medical, behavioral or psychological needs as well as the child’s service needs, such as day care.
  - c. Clarify the child’s legal status (if necessary) or plans for obtaining custody including the date(s) of upcoming court hearings.
  - d. Clarify the financial/medical plan responsibilities (if necessary). If foster care payments are to be made, include a statement that FL will pay the receiving state’s foster care board rates if necessary.
  - e. A description of any special requirements the resource must meet.
  - f. A statement that FL requires monthly supervisory visits. This should also be included on the 100A.
  - g. Close the letter with the name and contact telephone number of the FL responsible counselor and supervisor.