

**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