



STATE OF MICHIGAN

DEPARTMENT OF HUMAN SERVICES
LANSING

RICK SNYDER
GOVERNOR

MAURA D. CORRIGAN
DIRECTOR

10/02/XXXX

Samuel and Angela Miller
19660 Towar Ave.
East Lansing, MI 48823

Dear Mr. and Mrs. Miller,

My name is Matthew Smith. I am a case worker for Department of Human Services (DHS). I am working with the James family. Their child(ren), Amanda, Melissa, and William, is/are currently in foster care and I am contacting you because your name was given to me as a possible relative.

DHS recognizes and values the importance of children's relationships with parents, siblings, grandparents, and other relatives. DHS is committed to search for relatives of children who have been placed in foster care so that they may continue to benefit from family connections. We would like to know if you are related to the child(ren) and in what way you would consider being involved, such as placement, visits, phone contact, writing letters, or providing family history.

Attached to this letter are two forms. One form is called, "Relative Search Information," please complete this form by putting down contact information for other family members who may be interested in being contacted for support of this child. The other form is the "Relative Response Form." By completing this form you will indicate what type of resources you will be able to provide the child(ren). If you are interested in being considered for placement or supporting this family in any way, please complete and return the attached forms or call Matthew Smith (517)887-9400, Ext 123. Because we are currently planning for the child(ren), please complete and return the forms within 30 days. To return the forms, a self-addressed, stamped envelope is included.

You are welcome to make copies of the forms if you need more room to add additional relatives or resources. You may also use your own sheet. If you don't know the current contact information for a family member, writing down any information you know will be helpful, such as the relative's last known location.

If you have any questions about the information in this letter or you want more information about the child(ren) and their needs, please don't hesitate to call. Thank you for your help.

Training

DISCLOSURE STATEMENT

When it is determined to be in the best interest of the child(ren), DHS gives preference for placement with relatives and persons who have an established relationship with the child. Informing the caseworker that you want to provide a home to the child(ren) does not mean the child(ren) will automatically be placed with you, but the possibility can be explored. This child may already be placed with another family member, however, in case the child needs to be moved from this current placement, we are looking for other relative placement resources. Where children live depends on their needs, the assessment of the home and the relative's willingness to be a licensed foster home.

An assessment of the home would include:

- A criminal history check of everyone in the home.
- A check of Child Welfare Agency child abuse records, in the State of Michigan, and any other state in which you have resided.
- Home safety assessment screening.
- Completion of Relative Agreement for Placement and Licensure form.
- For out-of-state relatives, other requirements may be necessary.

When children are placed in a relative's home, the relative will be eligible for services and/or financial help to maintain the child(ren) in the home.

If the attached forms are not returned and/or DHS is unable to communicate with you in some other way, DHS will assume that, at this time, you are unable to provide a family connection or a home where the child(ren) may live. By failing to return this form or communicating with DHS in some other way, you may be giving up future rights to be considered as a family connection or a home where the child(ren) may live.

Sincerely,

Matthew Smith
Department of Human Services

Attachments

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.