

Five Day Notification to Move

CAREGIVER NAME AND ADDRESS

Dear _____:

We appreciate your efforts on behalf of the children we serve together, and recognize the importance of working with caregivers in advance when it becomes necessary to make changes in a child's life and placement.

This letter is to confirm that _____ will be moved
CHILD'S NAME
to a new home on _____.
DATE

The decision to move _____ was the result of a
CHILD'S NAME
_____ on _____.
FTDM/STAFFING/COURT HEARING DATE

As the child's caregiver, you know a great deal about _____'s needs,
CHILD'S NAME
schedules, and interests. We would appreciate your help in providing the new caregiver with everything necessary to meet _____'s needs and would like to make
CHILD'S NAME
this a smooth transition for everyone involved.

Thank you for your partnership with us on behalf of _____. I will
CHILD'S NAME
contact you to discuss the details for _____'s move
CHILD'S NAME

Please feel free to contact me with any questions you might have. If you feel you would like additional help or assistance with this transition, please let me know and I can provide information that may be helpful.

Sincerely,

SOCIAL WORKER

- cc: GAL/CASA
 Licensor
 Placement Coordinator
 Child Placing Agency
 Case File