



[Redacted]

[Redacted]

Dear [Redacted]:

Pursuant to Chapter 65C-28.005, Florida Administrative Code, I am writing to inform you that [Redacted], a child currently placed in your home, is scheduled to be moved to a new placement on [insert date]. The reason for this move is [state specific reason or reasons for the move].

In preparation for this move and to make the transition between placements as smooth as possible, please [list any specific requests, procedures planned to prepare the child, i.e., pre-placement visits, items needed to accompany the child, special arrangements, school and educational or medical planning, and so on]. Please update and prepare [Redacted]'s Child Resource Record in advance of this move so we may share it with the new family.

Thank you for work with [Redacted]. Your many efforts on behalf of this child are appreciated. If there are questions or concerns regarding this notification, please feel free to contact me at [contact information].

Sincerely,

[Name of Services Worker]

Comment [TM1]:
This field is user-entered.

Comment [TM2]:
This field is pre-filled.
This field is not editable on the template.
The data can be corrected as follows: A change to the name can be made from Options on the Person Management page/Members tab.

Comment [TM3]:
This field is pre-filled.
This field is not editable on the template.
The data can be corrected as follows: Update address on Provider Management page.

Comment [TM4]:
This field is pre-filled.
This field is not editable on the template.
The data can be corrected as follows: A change to the name can be made from Options on the Person Management page/Members tab.

Comment [TM5]:
This field is pre-filled.
This field is not editable on the template.
The data can be corrected as follows: A change to the name can be made from Options on the Person Management page/Members tab.

Comment [D6]: This is a user entered date field.

Comment [D7]: This is a user entered text field.

Comment [TM8]:
This field is pre-filled.
This field is not editable on the template.
The data can be corrected as follows: A change to the name can be made from Options on the Person Management page/Members tab.

Comment [TM9]:
This field is pre-filled.
This field is not editable on the template.
The data can be corrected as follows: A change to the name can be made from Options on the Person Management page/Members tab.

Comment [D10]: User entered text field

Comment [D11]: User entered text field.