

Date:

Dear Adoptive Parent/Caregiver,

You are receiving this letter as the Department for Community Based Services (DCBS) has received information that may impact the adoption/subsidized permanent custody (SPC) subsidy you are receiving on behalf of _____ (birthdate) .

Subsidy is assistance that is meant to be used to meet the needs of the adopted youth/youth in your permanent custody. To determine that the subsidy is being used to meet those needs, please allow this letter to serve as a written notification and formal request for supporting documentation to be submitted to _____ (worker) at _____ (contact information).

This is the first letter regarding this matter. If the requested documentation is not received after three (3) written requests, the subsidy assistance will be reduced to one dollar (\$1.00) on _____ (date) which is forty-five (45) days from the date of this letter. Once the documentation is received, the payment including any needed adjustments based on the documentation received will resume.

Thank you in advance for your prompt attention to this matter. Please feel free to contact me at _____ with any questions.

Sincerely,