



Date: _____

Re: First Name of Child: _____ DOB: _____

Dear _____,

Hello, my name is _____. I am a _____
for the Tennessee Department of Children's Services. I believe _____
may be a possible relative or kin to you. When the Department becomes involved with a family, a diligent
search for an absent parent, relative or support is required.

It is important for the child to maintain contact with relatives, kin and supports in order to maintain a
family bond and to strengthen their sense of self-identity. If you are, there are options which could be
available for you to participate in the child's care or be a resource for the child. Options may include
visitation, participating as a part of the child's team responsible for making decisions about the child
(known as the Child and Family Team), becoming a foster parent, or becoming the legal guardian of the
child. We would appreciate if you would identify other relative(s) for us to contact who might also be able
to help.

Please understand stating that you have an interest in being involved, does not guarantee involvement.
After a relative tells us of his/her interest, we will do an evaluation to assess the appropriateness of your
involvement and to what extent your involvement should be, such as whether visitation is appropriate or
not, etc. Unfortunately, I cannot provide you any specific information about _____
at this time due to confidentiality issues.

You may contact me at _____ or e-mail me at _____.
If I am not available to speak with you when you call, please leave a message including your name,
address, telephone number, the name of the child, your relationship to the child, and the best way to
contact you.

Sincerely,

DCS Case Manager