



What to include on invitation to a Child and Family Team Meeting for STSP

Child/ Parents' name
Date of Birth
Social Security Number
Insurance Carrier
Date/ Time/ Location of the meeting
Situation that requires intervention
Current or past services
School (if applicable)

Example:

Greetings Partners,

We are having a Child and Family Team Meeting on (date) at (time) at (location including address) for a family who has chosen to enroll in our Single Team Single Plan Approach. I hope that you all will be able to attend or send someone from your agency.

The family members are child 1(DOB & SSN), child 2 (DOB & SSN), mom (DOB & SSN), dad (DOB & SSN), and any other caretakers. Issues impacting the family are (list concerns for safety, well-being and permanency and explain circumstances). The family currently has services through (list services and provider if they have them). They have had services in the past through (list past services and providers). The family has insurance through (list insurance provider(s)). The children attend school at (list school).

I look forward to working with each of you and wrapping support around this family to help them be successful. If you have any questions or need to reach me prior to the meeting, please contact me at (provide contact information).

Sincerely,

(Name)