

**Department of Children's Services  
INSTRUCTIONS FOR USE OF FORM  
CS-0619**

**Relative Caregiver Program Letter of Understanding**

The Relative Caregiver Program Letter of Understanding is to be shared by the Relative Caregiver Program staff with the prospective relative caregiver. Staff assigned to the family should ensure that the relative caregiver understands the meaning of the Letter of Understanding and the responsibilities entailed.

Relative Caregiver Program staff will assist the prospective relative caregiver in providing documentation needed in order to be considered for the program.

A copy of the Letter of Understanding must be given to the relative caregiver and a copy must be retained in the case record.