

Department of Children's Services
INSTRUCTIONS FOR USE OF FORM
CS-0963

Foster Family Reference Letter and Questionnaire

1. The purpose of this form is to gather information from references provided by the potential foster family and ultimately make decisions about the denial or approval of foster homes in accordance with DCS Policy [16.4 Foster Home Approval](#).
2. This form is completed by the person given as a reference by the potential foster parent(s).
3. Home study writers will obtain this form via fax, mail or e-mail from listed references.
4. This form is to be filed in the Miscellaneous Section of the Foster Home Case File. (Refer to Policy [16.23 Foster Home Case Files](#)). **Form is kept confidential.**