



Eric J. Holcomb, Governor
Eric Miller, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-234-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

Date:

Dear _____,

I am a Family Case Manager (FCM) with the Department of Child Services (DCS) and will be working with your family throughout your involvement with the agency. As the permanency worker, my duties include, assisting each child; parent, guardian, or custodian; and caregiver to identify strengths and supports and utilize those strengths and supports to create and adjust the case plan and meet case plan goals. I am also responsible for reporting your family’s progress to the court and ensuring the safety and well-being of your child.

I have enclosed a questionnaire which will assist DCS to better understand the strengths and needs of you and your family. You may have already received this questionnaire from the DCS Assessment FCM. If you have not completed the questionnaire or would like to provide additional information, please complete it as soon as possible and return it to me in the enclosed self-addressed stamped envelope.

Here is a brief update on how your child is doing: _____

If you would like to write your child a letter, please mail it to me at the address below. I will review all letters/cards to ensure they are appropriate before forwarding to your child.

I will be in contact with you throughout the time your family is involved with DCS. However, please feel free to contact me with any questions, concerns, or suggestions regarding your case or services you feel would benefit your family. I look forward to working with you.

Sincerely,

Family Case Manager

Address: _____ Email: _____
Phone number: _____

Enclosures:

Incarcerated Parent Demographics & Incarcerated Parent Information Forms
Two pre-addressed and stamped envelopes



Children will live in safe, healthy and supportive families and communities.