



Mike Braun, Governor  
Adam J. Krupp, Director

*"Every child in Indiana thrives in a safe, loving, forever home."*

**If you suspect a child is being abused or neglected, call the Child Abuse & Neglect Hotline at 800-800-5556.**

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

I am a Family Case Manager (FCM) with the Department of Child Services (DCS) and am currently assessing allegations of abuse and/or neglect involving \_\_\_\_\_. You have been identified as a parent or guardian; therefore, I am required to contact you. DCS is a state agency working to protect children from abuse and neglect through partnership with families and communities.

I will be contacting you regarding the assessment allegations and am interested in learning more about you and your child(ren) and how I may assist your family while working with DCS. Some of the topics we may discuss are included in the enclosed questionnaire and will help me better understand the strengths and needs of your family. **It is very important that you complete the questionnaire and return it to me in the enclosed pre-addressed stamped envelope.**

Currently, your child(ren) is being cared for by a:

☐ Parent (in-home)                      ☐ Foster caregiver                      ☐ Relative caregiver  
☐ Group home provider                      ☐ Kinship caregiver                      ☐ Other (\_\_\_\_\_)

Please feel free to contact me with any questions or concerns.

Sincerely,

\_\_\_\_\_  
Family Case Manager

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone number: \_\_\_\_\_

Enclosures:

Incarcerated Parent Demographics (SF 56538) & Incarcerated Parent Information (SF 56539)  
Two (2) pre-addressed stamped envelopes



**Indiana Department of Child Services | 302 W Washington Street, Indianapolis, IN 46204 | 317-234-KIDS**  
www.in.gov/DCS | Child Support Bureau Kidsline: (800) 840-8757 | Child Abuse & Neglect Hotline: (800) 800-5556

**Mission:** We champion Indiana's future by protecting children and strengthening families with compassion and determination.

**Vision:** Every child in Indiana thrives in a safe, loving, forever home.

**Purpose:** Ignite hope. Cultivate joy.