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| Date: |  | |  | | |
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| Dear |  | : | | | |
| This is to notify you that your child’s case was reviewed by the County Case Staffing Committee. Since you were not in attendance, we would like to advise you of the outcome of the review.  Please find enclosed a copy of the Case Staffing Committee Plan of Services, which also outlines the reasons for the Committee’s recommendation for or against a CINS petition being filed with the court. It is our goal to work with you and your child in resolving the concerns that were presented.  As you are aware, the Family Action program provides case management and counseling services to families with truancy, runaway, and ungovernable issues. The continuum of services available to you includes intake assessment, case management and counseling, temporary residential shelter, as well as case staffing and CINS Petition (a request to the courts for judicial intervention).  Please contact our office as soon as possible to find out more about our services and to discuss the proposed actions, your obligations in this matter, and the next steps in the process. We look forward to hearing from you. | | | | | |
| Sincerely, | | | | | |
| Signature | | | | |  |
|  | | | | |  |
| Title | | | | |  |
|  | | | | |  |
| Phone Number | | | | |  |
| Enclosure | | | | | |

Rev: 3/00, 6/07, 11/07, 11/08, 9/11, 3/14 , 1/16 , 8/20, 2/22, 12/22, 1/24 F-PR-1184