**LETTER TO INFORM PARENT/CUSTODIAN ABOUT ABUSE/NEGLECT**

DFS Letterhead

*Today’s Date*

**First Class U.S. Mail**

*Custodial Parent’s Name*

*Street Address*

*City, DE and Zip Code*

FOCUS Case Number:

Dear :

 Following an investigation, the Delaware Division of Family Services (DFS) has determined that [*child/ren’s names*] is a victim of [*type of abuse or neglect*]. The incident occurred on or about [month, day, year]. The Division intends to substantiate [*name of alleged perpetrator*] for the [abuse or neglect]. Your case will be [*transferred/closed; if closed explain why*].

We are informing you about the outcome of the investigation so that you may make appropriate treatment plans, if needed, for your [*child/ren*]. Please contact [*Investigation worker’s name*] at [*phone number*] if you need assistance about finding appropriate community resources. Rules of confidentiality, however, limit our ability to discuss specific information about the investigation or the individual the Division intends to substantiate.

 Sincerely,

 *Casework*er’s *Name*

 *Job Title*

DFS/Investigation Unit

Pc: Case Record