

DATE:

Dear

The _____ Department of Social Services has scheduled a meeting of the Permanency Planning Action Team to discuss the goals and plans for _____. Because you are the child's _____, your input is important. The meeting will be held on _____ at _____. Please try to attend this important meeting.

If you are the parent, you have the right to attend and to bring your attorney with you. However, you are not required to bring your attorney.

If you have any questions about this meeting, please feel free to contact me at _____ by _____.

Sincerely,

_____, Social Worker
Phone # _____