

Nancy K. Keeling  


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**Authorized Signature**

**Number:** CW\_IM\_07\_014  
**Issue Date:** 06/30/07

**Topic:** Foster Care

**Subject:** Format for the Letter of Intent to Deny and Letter of Intent to Revoke a Certificate of Approval

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors       |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> Health Services                      |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):              |

**Message:** The Department's Foster Care Program has worked with the Department of Justice to prepare a common format for the [Letter of Intent to Deny](#) and [Letter of Intent to Revoke a Certificate of Approval](#).

Please begin use of this format immediately when you are preparing either a letter of Intent to Deny or a letter of Intent to Revoke a Certificate of Approval. The use of this format will provide consistency throughout the state when a Certificate of Approval is being denied or revoked. If you have one already in the process do not stop and resend this new format.

Branch offices may include a cover letter in a more reader friendly format if such a cover letter is desired. However, the Notice of Intent letters should follow the format in the attached documents prepared by the Department of Justice.

*If you have any questions about this information, contact:*

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