

Lois A. Day, Administrator

Authorized Signature

Number: CW-IM-10-007

Issue Date: 02/12/2010

Topic: Foster Care

Subject: Mailing Letters to Relatives

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: As a result of an RPI in December 2008 to find efficiencies in our process of locating relatives, it was determined that there is no requirement in statute, rule or procedure requiring the Department to use certified mail when sending relative letters (CF 446 and [CF 448](#)). Further, certified mail was found to be no more effective in reaching relatives making this local practice an unnecessary financial burden on the Department. Effective immediately, districts should use First Class mail to send relative letters and discontinue the use of certified mail.

If you have any questions about this information, contact:

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Phone:	503-945-6661	Fax:	503-945-6969
E-mail:			