

[Redacted]

Comment [TM1]: The Date field is pre-filled with the date that the letter is created. This field is user editable.

[Redacted]

Comment [TM2]: The Provider Names field displays the first and last names of Parent 1 and Parent 2 (if applicable), separated by a comma. The field pre-fills from the Parent 1 and Parent 2 fields on the Basic tab of the Home Provider License window. This data is not editable on the template, but can be updated by clicking on the Name field (for the persons designated as Parent 1 or Parent 2) on the Members tab of the Home Provider window; clicking the Options button; choosing Maintain Person, and updating the Last Name, MI, and/or First Name fields in the Name group box of the Basic tab of the Person Management window.

Dear [Redacted]:

Your foster home license will expire on [Redacted]. I will be making a home visit to update your licensing record. Enclosed are an Application for licensing, Foster Home Agreement form, and Background Information Disclosure and Instructions form (HFS-64). At the time of the home visit please have the following available:

- Application form **signed by all parents** in the home.
- Foster Home Agreement **signed by all parents** in the home.
- Background Information Disclosure and Instructions - **one signed for every non-client in the home over age 12.**
- Have your home owner's / renters and vehicle insurance policies available for verification.

Thank you for your cooperation. I will be calling you soon to schedule the home visit. If you have any questions before the home visit, please call me at [Redacted].

Comment [TM3]: The Provider Address field pre-fills from the Street address (number and street name), City, State, and Zip fields on the Home tab of the Home Provider window. This data is not editable on the template, but can be updated by clicking Create>Provider Work>Maintenance>Maintain ... [1]

Sincerely,

[Redacted]

Comment [TM4]: The Provider Names field displays the first and last names of Parent 1 and Parent 2 (if applicable), separated by a comma. The field pre-fills from the Parent 1 and Parent 2 fields on the Basic tab of the Home Provider License ... [2]

Comment [TM5]: The "Your foster home license will expire on..." field is entered by the user.

Comment [TM6]: The "...please call me at..." field is pre-filled with the work phone number of the worker who is creating the letter. This field is not editable on the template but can be updated by entering data in the Work Phone field of the Mainta... [3]

Comment [TM7]: The Worker Name field is pre-filled with the name of the worker who is creating the letter.

Comment [TM8]: The Worker's Title field is pre-filled with the title of the worker is creating the letter.

The Provider Address field pre-fills from the Street address (number and street name), City, State, and Zip fields on the Home tab of the Home Provider window. This data is not editable on the template, but can be updated by clicking Create>Provider Work>Maintenance>Maintain Physical Address>(choose Provider name) and entering the appropriate information in the Street address (number and street name), City, State, and Zip fields in the Current Physical Address section of the Maintain Physical Address window. [NOTE: This address can also be change using the procedure detailed above, but choosing Create Physical Address instead. However this is only for instances when the provider has moved and must be re-licensed. A pending license will be created.]

The Provider Names field displays the first and last names of Parent 1 and Parent 2 (if applicable), separated by a comma. The field pre-fills from the Parent 1 and Parent 2 fields on the Basic tab of the Home Provider License window. This data is not editable on the template, but can be updated by clicking on the Name field (for the persons designated as Parent 1 or Parent 2) on the Members tab of the Home Provider window; clicking the Options button; choosing Maintain Person, and updating the Last Name, MI, and/or First Name fields in the Name group box of the Basic tab of the Person Management window.

The "...please call me at..." field is pre-filled with the work phone number of the worker who is creating the letter. This field is not editable on the template but can be updated by entering data in the Work Phone field of the Maintain Worker Information window.