# RESPONSE TO ALLEGATIONS AND PROPOSED PLAN OF CARE

Date: {{current\_date}}

To:

Child and Family Services

{{agency\_address}}

{{agency\_city}}, {{agency\_province}} {{agency\_postal\_code}}

From:

{{parent\_name}}

{{parent\_address}}

{{parent\_city}}, {{parent\_province}} {{parent\_postal\_code}}

Reference: {{case\_reference}}

Caseworker: {{caseworker\_name}}

Regarding: {{child\_name}}, born {{child\_dob}}

Dear Sir/Madam,

I am writing in response to the allegations and concerns raised in your communication dated {allegation\_date}, in accordance with the Child and Family Services Act.

## RESPONSE TO ALLEGATIONS:

{{allegations\_response}}

## PROPOSED PLAN OF CARE:

In accordance with the requirements for a Service Plan as defined in section 13 of the Child and Family Services Act, I propose the following measures:

{{proposed\_plan}}

## ADDITIONAL RESOURCES AND SUPPORT:

{{additional\_resources}}

I would like to schedule a meeting to discuss this plan of care and work collaboratively to ensure the well-being of {{child\_name}}. I am available on the following dates and times:

{{available\_dates}}

Thank you for your attention to this matter. I am committed to working collaboratively to ensure the best interest of my child, while respecting my parental rights under the Child and Family Services Act.

Sincerely,

{{parent\_name}}

Phone: {{parent\_phone}}

Email: {{parent\_email}}