**CERTIFIED MAIL – RETURN RECEIPT REQUESTED**

<<PRINT\_DATE>>

<<DIRECTOR\_FIRST\_NAME>> <<DIRECTOR\_LAST\_NAME>>, Director

<<FAC\_NAME>>

<<FAC\_MADDRESS>>

RE: License #: <<LIC\_NUMBER>>

<<FAC\_LADDRESS>>

Certified Mail# <<INSERT NUMBER>>

**FORMAL WARNING**

Dear <<DIRECTOR\_PRE\_FIX>> <<DIRECTOR\_LAST\_NAME>>:

The Department of Children and Family Services completed an on-site inspection on <<INSPECTION DATE>> and cited <<NUMBER OF DEFICIENCIES>>. The deficiency cited for Section(s) <<NUMBER>>,<<REGULATION DESCRIPTION>> is considered a critical violation. A review of our records indicates that this is your first citation in a critical violation category. This formal warning is to advise you that the Department will pursue administrative action if additional violations of the same category occur.

<<We are in receipt of your Corrective Action Plan (CAP)submitted in response to the deficiencies cited on the above referenced date. Review of your responses to the non-critical violations cited will be addressed under separate cover. >>

<<We have not received your Corrective Action Plan (CAP)which is required to be submitted by <<DATE>> in response to the deficiencies cited on the above referenced date.>>

However, attached is a directed **Corrective Action Plan** with regard to <<REGULATION DESCRIPTION>> which outlines the concerns the Department found during the licensing inspection and specifically explains the required action(s) and timeframe(s) necessary to maintain compliance with the licensing regulations. It is also designed to improve compliance which in turn ensures the safety of the residents and children of residents that receive services at your facility.

Failure to implement the CAP as evidenced by a repeated citation of the same critical violation category may result in either the assessment of a civil fine, revocation/non-renewal of your license, or both.

The health and safety of the residents <<and children of residents>> placed in <<residential homes>> are of paramount concern for the Department of Children and Family Services. As such, we appreciate your cooperation and expect compliance with the standards detailed in the <<Residential Home>> Licensing Regulations.

Please contact Joy Legaux, Licensing Supervisor at 225-342-4350 with any questions regarding this letter.

Sincerely,

Angie Badeaux, LCSW

Licensing Director

AB/jl

Attachment