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| **COUNTY LETTER HEAD** |

Click or tap to enter a date.

Address line 1  
Address line 2

Dear Family,

Thank you for talking with us about Child's Name today. We look forward to meeting with you about children’s programs for your family and child.

**Your functional screen meeting is currently scheduled for** Click or tap to enter a date.. If you need to cancel or reschedule your meeting, please call XXX-XXX-XXXX.

During the meeting, you will meet with a children’s screener who will talk with you about the child’s unique needs and supports. The screener will need to meet the child during at least a portion of the screen visit. Attached to this letter you will find three helpful documents:

* Children’s Long-Term Support Programs Eligibility and Functional Screen: This document provides an explanation of the functional screen and what you can expect during the meeting.
* Children’s Services Programs Cross Comparison: This document provides an explanation of three of the programs that use the functional screen to determine eligibility.
* Helpful Resources for Families in Children’s Services Programs: This document provides links to resources that you can explore to answer your questions and learn more about available programs.

We look forward to meeting to learn more about how we can support you and your family together.

County Department Information

Enclosures:

Children’s Programs Eligibility and Functional Screen

Children’s Services Programs: Cross Comparison

Helpful Resources for Families in Children’s Services Programs