

DATE

NAMES

ADDRESS

RE: CHILD'S NAME

Dear PARENTS:

Enclosed you will find your Adoption Assistance Renewal for the above named child. In order to continue this service, please complete the highlighted sections on the form and return it to our agency in the envelope provided no later than DATE.

If you are interested in renegotiation of your child's adoption assistance agreement, you may indicate it on the form by checking the "yes" box next to "Is there a need to amend agreement?" Amendment is appropriate where the family has experienced a change that impacts the family's ability to provide for the child or the child's needs have changed. Checking "no" now does not waive your family's ability to request renegotiation in the future. You can renegotiate at any time.

In addition to the form, we are required to verify that all school-aged children are full-time elementary or secondary school students.

Full-time elementary or secondary school attendance includes the following: (1) A child is enrolled, or in the process of enrolling in an institution providing elementary or secondary education. (2) A child is instructed in elementary or secondary education at home in accordance with the home school law of the state where the home is located. (3) A child in an independent study elementary or secondary education program in accordance with the law of the state where the program is located, which is administered by the local school or school district. (4) A child is incapable of attending school on a full-time basis due to the medical condition of the child, and the incapability is supported with medical documentation.

If you have any questions, please feel free to contact me at NUMBER.

Sincerely,

SIGNATURE