

Model Letter informing Individuals of a qualifying determination

Name and Address of prospective or current foster carer

Dear

I am writing to inform you that having considered [your application to become a foster carer / your approval as a foster carer / the terms of your approval as a foster carer] and the recommendation of the fostering panel, this fostering service provider [proposes not to approve you as suitable to be a foster parent / proposes to terminate your approval as a foster parent / has decided to change the terms of your approval as a foster carer]. This is because **[insert the decision maker's reasons. Include a copy of the fostering panel's recommendation]**. This decision is referred to in this letter as "the qualifying determination".

I know this will be disappointing news for you but before a final decision is made, you may:

- a. accept the qualifying determination; or
- b. make written representations to this fostering service provider; or
- c. apply for the qualifying determination to be reviewed by an independent review panel.

Option 1 – Accept the qualifying determination

It would be helpful if you could advise me, within 28 calendar days from the date of this letter, if this is your preferred option. The qualifying determination will be confirmed and a formal decision will be sent to you.

Option 2 – Representations to the agency

If you choose to make representations to this fostering service provider, they must be in writing and be received at this office within 28 calendar days from the date of this letter. On receipt, your case and written representations may be referred to a fostering panel to consider and to make a fresh recommendation. The fostering panel's recommendation will be taken into account when the final decision is made by this fostering service provider.

Option 3 – Application to an independent review panel for a review

I attach a leaflet which explains the role of the independent review panel. If you wish to apply to the independent review panel to review this fostering service provider's qualifying determination, your written application and your reasons for the application must be received by the independent review panel within 28 calendar days from the date of this letter. A copy of the review panel's recommendation will be sent to this fostering service provider and will be taken into account with the original fostering panel's recommendation when we make the final decision.

If I have not heard from either you or the independent review panel's administrator after the period of 28 calendar days has expired, a decision will be made by this fostering service provider. You will be notified of that decision.

Yours sincerely