

<b>Child Welfare Services Branch</b>	<b>HAWAII DEPARTMENT OF HUMAN SERVICES POLICY ANNOUNCEMENT</b>	
	<b>Policy No: PA 2005-4</b>	<b>Issuance Date:05/17/05</b>
	<b>Subject: WRITTEN CORRESPONDENCE ON CLOSED CHILD WELFARE SERVICES (CWS) CASES</b>	

**POLICY DIRECTIVE**

All written correspondence relating to child safety or risk, including but not limited to reports from former providers or the child's school, letters from former foster parents or concerned individuals, received by CWS staff in closed CWS cases shall be forwarded to CWS Intake staff for safety and risk assessment immediately.

Intake staff shall review the written correspondence as an intake report and dispose of the report in accordance with established CWS procedures.