

# ***Parent Child Assistance Program (PCAP)***

UNIVERSITY OF WASHINGTON  
ADDICTIONS, DRUG & ALCOHOL INSTITUTE  
(206) 543-7155

## **PCAP Court Letter Template**

PCAP staff are sometimes requested to provide a letter to the court. This is only to be done with a written and signed consent from the client. Otherwise, for example if a subpoena has been received, please refer to the PCAP Legal Protocol.

### **TEMPLATE FOR A SAMPLE LETTER**

XYZ County Parent-Child Assistance Program (PCAP)

Address

Date:

To:

From: Case manager or supervisor name

Re: Client name

To Whom It May Concern:

The Parent-Child Assistance Program (PCAP) is a state-funded research/intervention program that provides intensive case management and advocacy for at-risk women and their families throughout Washington State. The goal of the program is to provide support and to connect clients to necessary services. PCAP does not provide treatment or direct clinical services.

(Client name) has been enrolled as a client in XYZ County PCAP since \_\_\_\_\_. She will remain in the program until \_\_\_\_\_. I have worked with her since she enrolled. The client has signed a Release of Information to share the following information.

*Brief description of client's level of engagement goes here. For example, "I see her an average of xx times per month. Our time together includes home visits and transporting her and her children to appointments." You may include a brief statement of support, if appropriate, such as "In my opinion, this client appears to be managing her household appropriately, and attending her parenting classes." You may answer a specific question, if there is one, but do not provide information that was not requested. An example might be a defense attorney asking what services the client has participated in, so you could list those services that you know about (but the client's level of participation should be provided directly by that service provider. Or perhaps the client and defense attorney would like you to support a request to the court for additional services. A letter could state, for example, the client's need for assistance in paying for childcare so she can return to work.*

Sincerely,

[Your Signature]

Your Typed Name

Cc: PCAP Client  
Client file