Date

Name

Address

Address

Dear {insert name}

This letter is to inform you that {Name} has been selected to have a review completed on {his/her} services. These reviews are completed by your case management agency by interviewing the support worker and visiting the service location.

Someone from {Agency} will be contacting you within the next few months to schedule this review. Enclosed you will find a copy of the questions that will be discussed with the support worker, please use it to prepare for the review. If you have questions, please contact your targeted case manager.

Thank you,

QAC Rep

Info

Enclosure