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Example of a letter written by an administrator of an agency

TO: All Staff at Agency X

FROM: John Doe, Director of Programs and Operations

DATE: June 25, 2011

TOPIC: Introduction of Father Engagement Activities

Agency X is embarking on a new practice, which, we hope will help to increase better outcomes for children, fathers and families. We need your help in making this new initiative successful in our county, because the children and fathers are counting on us to help them make better lives for themselves.

Several months ago, we asked you to weigh in on what you thought would help this agency better engage with fathers. We listened to you and are now implementing a new practice in our agency. The new practice involves some agency reorganization to create a unit of social workers who will work diligently to locate, identify and contact birth fathers and all other fathers who have been identified by the mother and other family members. This unit will be staffed by all male social workers whose role will be to serve as a liaison between the father and the agency. In fact, the goal is to provide mentor-like activities for fathers and their children.

What this means for you? – We want to develop an agency that is friendly and welcoming to fathers. This means that when you have a father on your caseload, you should try to facilitate services for him and identified relatives and visits with children as much as possible (every situation should be evaluated independently).

What’s next for this agency? – We have scheduled a series of informational meetings for staff to learn about the father engagement initiative and to learn about their roles and expectations. Please join us on one of the following dates:

* July 7, 2011
* August 8, 2011
* September 4, 2011