*November 15, 2017*

*RFA Family Name*

*Street Address*

*City, CA Zip Code*

RE: Annual Training Requirements

Dear Resource Family,

According to our records, your Resource Family home will be due Insert Date for an annual home evaluation. We would like to remind you that as a Resource Family, you are required to complete 8 hours of training per year, which cover specific topics. An outline is attached for your convenience.

We encourage you to be pro-active in meeting these training requirements. Planning ahead can allow you to choose trainings that offer valuable education to enhance your Caregiver toolkit and may specifically pertain to the children in your care.

Additionally, you can acquire training hours by joining one of the local Networking groups. These groups offer training, support and a great way to meet the other Resource Parents in your area!

To find a list of current training opportunities, please visit our website at [www.fostervckids.org](http://www.fostervckids.org) or take a look at you most recent Foster Network Newsletter and the Foster VC Kids e-mail announcements.

The Foster VC Kids Team and your assigned Resource Family Social Worker are always happy to help, please do not hesitate to call (805) 654-3220.

Thank you,

RFA Support Staff

Children & Family Services

4651 Telephone Road, Ste. 300

Ventura, CA 93003