

# Bergen's Promise

Healthy Families, Safe at Home

3 University Plaza Drive  
Suite. 300  
Hackensack, NJ 07601  
Phone: 201-712-1170 Fax  
201-712-0391  
www.bergenspromise.org

Date

Attn:

Dear :

Bergen's Promise is a non-profit organization that is part of the New Jersey Children's System of Care. We provide care management services to children and families in Bergen County. We have recently begun providing services to who we understand is currently attending the school named above. We invite you, or your designee, to become a participating member of the Child Family Team (CFT) as we value your collaboration in developing 's Individualized Service Plan (ISP). The ISP addresses the youth's needs and goals as well as the strategies needed to achieve those goals.

The Child Family Team includes people who are invested in the youth's success, and as such, it is vitally important that all entities providing education, direction, and guidance to the youth have input on his/her team. The first CFT meeting is held within 30 days of the initial family meeting, and every 60-90 days thereafter unless circumstances dictate otherwise. Our first meeting is scheduled for:

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**We would like to invite a representative from your school to participate in this important process.** The active collaboration of school representatives, including Child Study Team members, counselors, teachers, etc. is strongly encouraged and valued at these meetings. Please contact me at 201.712.1170 to discuss the participation of a school representative(s) at these meetings and to initiate our important collaboration of services on behalf of this youth/family. We can also arrange to conduct a team meeting at the school at your convenience, or have you or a representative participate by phone.

A signed and dated copy of an authorization to release information is attached to this letter. To learn more about Bergen's Promise, please visit our website at [www.bergenspromise.org](http://www.bergenspromise.org). We look forward to our working together in this very important endeavor.

Sincerely,

\_\_\_\_\_  
Care Manager

\_\_\_\_\_  
Care Manager Supervisor