

California Children’s Services Grievance Acknowledgment Letter

Date of Acknowledgment: _____

Recipient Information:

Name _____

Street Address _____

City, State, Zip Code _____

Dear _____

This letter serves as written acknowledgment that California Children's Services (CCS) program administrators are in receipt of your completed Grievance Form. CCS program administrators are investigating the circumstances surrounding your concern and you will hear from us no later than the date listed below.

Thank you for letting us know of your concern, and for your patience while we explore this matter.

If you have any questions concerning this letter, or would like to discuss the grievance further, please contact:

Date Completed Grievance Form Received:	
Organization Responsible for Addressing Grievance:	
Contact Telephone Number:	
Contact Email Address:	