



Family Team Meeting Invitation

DATE

Dear Invited Participant:

I am writing to remind you of a Family Team Meeting that has been scheduled for:

_____ on _____ at _____
(Time) (Date) (Location)

The purpose of this meeting is to discuss the case plan for _____.
(Family Name)

The family identified the following goals:

You are invited to attend this Family Team Meeting in order to develop the plan along with the family.
Others invited to attend are:

Prior to the meeting, please make a note of the strengths, needs, and concerns for the _____ family that you have identified. At the meeting, services to meet the family and child's needs will be designed to draw upon the various strengths identified by the team members.

If you cannot attend this meeting at this scheduled time, date or location, please e-mail me at

_____ or call me at the following :() _____.

Sincerely,

Family Team Meeting Facilitator