



CASA for Kids, Inc.

382 West Chestnut Street Suite 108B
Washington, PA 15301
Phone: 724-228-0414 Fax: 724-225-9714
www.casawashington.org

To: Juvenile Hearing Officer/Judge
Guardian ad Litem (GAL), Esq.
Parent Attorney, Esq.
Parent Attorney, Esq.
Children and Youth Services Solicitor, Esq.
Children and Youth Services Caseworker
Mother/Father/parents
Foster/Kinship home

From: **CASA Staff**

Date:

Re: Assignment of CASA Volunteer

In the Matter of:

Child/Children's: Name: DOB: DP:

This letter is to announce the assignment of a CASA volunteer, Washington County Court Appointed Special Advocate (CASA), for the above-named children by Judge on {Date}. The CASA volunteer assigned to this case as of {date} is {volunteer name}.

CASA is appointed by the court to serve as an independent and unbiased advocate for children, who are victims of abuse and/or neglect. CASA volunteers are carefully screened and specifically trained to assist the court in determining the best interest of the children and are involved in legal proceedings involving the children. This necessitates gathering information from parents, relatives, foster parents, friends, school personnel, counselors, and others having knowledge relevant to the children's situation. All information gathered by the CASA volunteer will be held in strict confidence but must be shared with the court and parties to the case for the purpose of planning for the child.

If you have questions concerning the CASA Program or the volunteer appointed to this case, please contact the CASA office at 724-228-0414.

CASA for Kids, Inc's commitment to equal opportunity is an important part of our core values. In order to provide the best quality advocacy for children in our community, we believe that we must be responsible to the needs of everyone who may provide, receive or be affected by our services. To that end, all policies, practices, and recommendations are administered without discrimination on the basis of race, religion, color, sex, age, national origin, disability, military/veteran status, sexual preference, political affiliation, or any other protected status as defined by law. If you believe you have experienced illegal discrimination or harassment, or have witnessed such an incident, you should promptly notify the program's Executive Director or can file a complaint alleging discrimination with PCCD and the Office for Civil Rights at: www.ojp.usdoj.gov/ocr