(Your Letterhead here)

Date

Tonya Gonzalez
Title IV-E Accountant
Texas Juvenile Probation Commission
P.O. Box 13547
Austin, TX 78711

Dear Ms. Gonzalez:

Enclosed is the *County's name* Juvenile Probation Department's Title IV-E Implementation Plan detailing how our department will claim Title IV-E administrative costs for FY 2010. Attached please find the following:

- Definition of foster care
- Field Supervision Case Plan
- Field supervision Case Plan Review
- Time Code Descriptions
- Time Sheet/Summary (if applicable)
- Department Organizational Chart
- Description of units of JPD
- Title IV-E claim form

Please contact our Title IV-E Fiscal Coordinator, _____, if you have any questions.

Sincerely,

_____
Chief Juvenile Probation Officer

Enc: Implementation Plan and attachments