DATE

ADDRESS

Dear CAREGIVER,

CLIENT completed an intake assessment through the CENTER’s NAME. After reviewing the information provided by you and your teen during the assessment, our team has recommended that your family participate in our TF-CBT Group Treatment Program.

You and your teen are invited to join the group via Zoom/in-person at LOCATION starting **DATE.** All group sessions will be held via Zoom/in-person. Please see the following for additional group program details:

* When does group start and stop?
* Group sessions start at **Xpm** and end at **Xpm** each DAY OF THE WEEK. Your teen will participate in the teen group (with other youth of similar ages) for 7 weeks, after which they will begin individual therapy with an assigned provider. While your teen is in their teen group, you will participate in a group for parents and caregivers. The schedule is as follows:
  + DATE 1 at Xpm – teen and caregiver group session 1
  + DATE 2 at Xpm – teen and caregiver group session 2
  + DATE 3 at Xpm – teen and caregiver group session 3
  + DATE 4 at Xpm – teen and caregiver group session 4
  + DATE 5 at Xpm – teen and caregiver group session 5
  + DATE 6 at Xpm – teen and caregiver group session 6
  + DATE 7 at Xpm – teen and caregiver group session 7
* Make-up sessions may be scheduled if needed due to inclement weather or other absences, though we ask that absences be kept to a minimum.
* How do I get the Zoom information?
* You will receive an email from COORDINATOR with this information, including Zoom links and any additional information you might need. The Zoom information is also included below:

**Caregiver Group**

Meeting ID:   
Passcode:

**Teen Group**

Meeting ID:

Passcode:

* Each device that will be logging onto Zoom will need a separate Zoom account.
* Also enclosed in this envelope are all of the handouts you will need throughout the duration of group. We’ve separated them out so that you know which handouts are for you and which are for teen.
* Lastly, we like to reward your teen for their hard work during group. We are putting together a bag of prizes for you to pick up from our office. This bag will include enough prizes to reward your teen for each week of group. We will talk with you during the group about when to give these rewards.

Please do not hesitate to contact our program, at **PHONE NUMBER**, if you have any questions. We look forward to your family’s participation in our virtual group!

Sincerely,