**Sample Memorandum for County Commissioners/Boar of Health Annual Reports**

 Your Letterhead

**MEMORANDUM**

**TO: \_\_\_\_\_\_\_\_\_\_\_** County Commissioners (or) Board of Health

**FROM:** \_\_\_\_\_\_\_\_\_\_\_ CFPT Chairperson (name)

 \_\_\_\_\_\_\_\_\_\_\_ County Child Fatality Prevention Team (CFPT)

**SUBJECT:** Local CFPT Annual Report

**DATE:**

The North Carolina Statute, Article 14, 7B-1406 and the CFPT Agreement Addenda with local health departments requires Local Child Fatality Prevention Teams to advocate for system improvements and needed resources where gaps and deficiencies may exist and submit a report annually to their local county commissioners and boards of health.

The purpose of the local CFPTs are to:

* identify deficiencies in the delivery of services to children and families by public agencies;
* make and carry out recommendations for changes that will prevent future child deaths; and
* promote understanding of the causes of child deaths.

Attached is the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County CFPT annual report for your review for calendar year \_\_\_\_. Please feel free to contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you have any questions.

Attachment

March 2017