

**State of Connecticut
Department of Children and Families**



Notification to Bookstore

Name of Bookstore
College/University
Address
City, State, Zip

Date

Re: Student's Name

DOB: [Click here to enter text.](#)

Dear Bookstore Manager:

This is to inform you that the State of Connecticut Department of Children and Families is responsible for providing services to **(STUDENT'S NAME)**, **DOB** [Click here to enter text.](#) while **he/she** is in an approved post-secondary education program.

Student's Name will be entering his/her **Fr** /**So** /**Jr** /**Sr** year at **Name of College/University** this **Fall** /**Spring** semester.

Please note that the Department of Children and Families, by this letter, authorizes this youth to purchase books and school supplies pertinent to **his/her** courses up to the amount of **\$XXX.XX** per semester for the **(20XX/20XX Fall/Spring)** school year. Please submit the bookstore invoice to me as soon as possible after purchase is completed so that we may remit for payment.

If you have any questions please contact me at [Click here to enter text.](#).. My fax number is [Click here to enter text.](#).. Thank you for your cooperation in this matter.

Sincerely,

Worker's Name
Adolescent Specialist
Department of Children and Families
Address
City, State, Zip