

### **Our Children Our Future- Letter of Support Policy**

#### **Letter of Support Request Process:**

1. The agency/entity requesting a Letter of Support will provide the SOC Coordinator or designee with written or verbal request for support as well as the desired language for their letter at least 7 business days prior to the grant deadline.
2. The agency/entity requesting a Letter of Support will provide the SOC Coordinator or designee with a brief overview of how the funds will be used, the program or project that will be implemented, the impact on the community and an overview of their involvement in the System of Care. Voting members may request additional information.
3. The SOC Coordinator will add the requested letter language to Our Children Our Future letterhead without a signature on the letter.
4. The proposed Letter of Support along with the brief overview of how the funds will be used will be presented to the Voting Members Board via email, or in-person meeting. The SOC Coordinator will include the number of meetings or subcommittees attended in the previous twelve months.
5. The SOC Coordinator will report all approvals and denials back to the full group.

#### **Voting on Letters of Support:**

1. The Voting Members will be presented with the detailed request for a Letter of Support.
2. Voting Members will vote to Approve or Not Approve the Letter of Support. Votes will be sent to the SOC Coordinator, or designee via email or verbally if the request occurs during an in-person meeting.
3. If a Voting Member has a question, this will be emailed to the SOC Coordinator, or designee. The SOC Coordinator will email question and answer to the full Voting Member Board along with update on votes. Members may then amend their vote if needed.
4. Email votes will remain open for 5 business days for response from Voting Members.
5. In order for the Letter of Support to be approved there must be a majority vote in favor.
6. Once a Letter of Support is approved, the SOC Coordinator or designee will sign the Letter of Support and send it via email to the requesting agency/entity.
7. If a Letter of Support is not approved, Our Children Our Future Voting Members will provide a brief reason to the SOC Coordinator or designee so that information can be forwarded to the requested agency/entity.
8. Those with a conflict of interest will recuse themselves from the vote.

**Note:** Our Children Our Future Voting Members will review requests for a Letter of Support to ensure that the project or use of funds (1) Is true to the Mission of the Allen County System of Care (2) Adheres to the Values of the Allen County System of Care (3) Assists in reaching goals that promote a healthier community.



## **Our Children Our Future**

ALLEN COUNTY SYSTEM OF CARE

### **FSSA/DMHA:**

DMHA occasionally receives a question asking why we request that applications for funding include a letter of support from the local SOC to be submitted with an application.

DMHA values the local SOC being aware of services, supports, and funding opportunities in their communities. Other benefits are for potentially educating applicants who are not aware of Systems of Care to become familiar with the philosophy and function of their local SOC, and to engender collaboration.

The local SOC can determine other parameters or expectations when considering support for potential funding for their community.

DMHA is currently accepting applications for funding, and we are prohibited from responding to inquiries on an individual basis.

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