



Policy for Letter of Support requests of the Children's Services Network

Effective Date: October 28, 2009

I. PURPOSE

A goal of the Children's Service's Network (CSN) is to encourage collaboration and high quality services in alignment with CSN priorities and guiding principles. In support of that goal the CSN will provide letters of support for program initiatives or funding applications in accordance with the following guidelines:

II. POLICY

The agency or entity seeking a Letter of Support from the CSN must submit a written request to the current CSN Chairperson or to the HHSA staff person assigned to provide administrative support to the CSN. When possible, the requesting party should afford the CSN at least a seven (7) business day turnaround time. The CSN Governance Committee will approve requests and assign the responsibility of writing the letter. The Governance Committee will also ensure that requests and their status are tracked on a written log and that both responses to requests and finished letters are maintained in files.

III. PROCEDURE

The written request to the CSN for a Letter of Support should include:

1. Citation of the funding source including State or Federal Department and sub-office and enabling legislation if relevant.
2. A list of any participating partners or sub-contractors.
3. The total amount of funding being requested.
4. A one or two paragraph summary of the project goal(s), project design, target communities and/or population and how the project aligns with the CSN priorities and/or guiding principles.
5. Suggested content, if any, the applicant would like the letter to contain.

The CSN reserves the right to request additional documentation deemed necessary.

Karen Cooper - Chair - Irma Rangel - Vice-Chair

Synchrony of Visalia, Inc. - College of the Sequoias - Tulare District Hospital - Family Services of Tulare County - Woodlake Family Resource Center - Lindsay Healthy Start - First 5 Commission
Koinonia - Central Valley Regional Center - County Counsel - Tulare County Office of Education - Tulare Youth Services Bureau - Turning Point of Central California
Visalia Unified School District - Advisory Council - Court Appointed Special Advocates - Probation - Tulare County Child Abuse Prevention Council - Child Abuse Prevention
Health & Human Services Agency - Aspira Foster Family Agency - Goshen Family Resource Center - Tulare County Sheriff's Department - Family Builders - Parenting Network