

September, 2012

## **REQUEST FOR DIVISION OF CHILDREN AND FAMILY SERVICES LETTER OF SUPPORT FOR GRANT APPLICATIONS**

### Introduction

This procedure will be followed in processing a request to the Division of Children and Family Services for a letter of support for a grant application from an individual, agency or organization external to the Department of Health and Human Services. Grant requests will be processed in a timely manner with attention to the grant deadline.

### For Grants Impacting Individual Service Areas

1. Individual, agency or organization completes Grant Review Summary and submits it to Service Area Administrator.
2. Service Area Administrator reviews
  - A. If the grant potentially involves other Division(s), the Service Area Administrator sends the completed Grant Review Summary to the Policy Section to process with appropriate Division(s) and to complete the section on "Other Division(s) Involved" and returns the summary to the Service Area Administrator.
  - B. If the grant has a statewide impact, the Service Area Administrator sends the completed Grant Review Summary to the Child Welfare Policy Chief or Economic Assistance Deputy Administrator as appropriate. See process below).
3. Service Area Administrator presents Grant Review Summary at Division Operations Meeting, Division Management Meeting or Central Office Team Meeting.
4. Decision made by Division of Children and Family Services Director.
5. Child Welfare Policy Chief or Economic Assistance Deputy Administrator provides letter for Director's signature to individual/agency/organization requesting the letter of support with the decision and explanation of decision.

### For Grants With Statewide Impact

1. Child Welfare Policy Chief or Economic Assistance Deputy Administrator reviews and completes Grant Review Summary.
  - A. If the grant potentially involves other Division(s), the information will be shared with the appropriate Division(s) and the section on "Other Division(s) Involved" will be completed.
2. Child Welfare Policy Chief or Economic Assistance Deputy Administrator presents Grant Review Summary at Ops Meeting, Division Management Meeting, or Central Office Team Meeting.
3. Decision made by Division of Children and Family Services Director.

4. Child Welfare Policy Chief or Economic Assistance Deputy Administrator provides letter for Director's signature to individual/agency/organization requesting the letter of support with the decision and explanation of decision.

Note: Policy staff, Research, Data and Evaluation Unit or the CFS Financial Officer are available to Service Area staff for technical assistance and support in review of grant requests.