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Instructions for use: the following is a template that includes all relevant law. However, all of the areas in highlighted yellow require editing to include the relevant factual information. The template should be filled out accordingly prior to use.

Dear [County CWA],

Finding safe, stable, and affordable housing is one of the biggest challenges for youth who are transitioning out of, or have already left, foster care. Housing stability has become even more challenging during the COVID-19 pandemic and with an unprecedented rise in rent and other housing prices.

The Foster Youth to Independence (FYI) Program provides an incredible opportunity to support young people in finding and maintaining housing. FYI is a federal housing voucher program that is available to local Public Housing Authorities (PHAs) that collaborate with child welfare agencies. These vouchers are intended to support young people who have either already transitioned out of foster care and are homeless or as a support for youth who are currently planning their transition out of foster care.

The PHAs in your county [list PHAs in the county] are eligible to draw down FYI vouchers once [county CWA] develops a partnership with them. This partnership can be as simple as a letter of intent or a memorandum of understanding. HUD has issued a guidance letter that lays out what this partnership requires - the letter can be found [here](#).

The FYI program consists of both the housing voucher itself and supportive services, provided *or arranged* by the child welfare agency. HUD has clarified that this requirement can be satisfied by either: (i) the child welfare agency providing services directly OR (ii) connecting the young person with services in the community. For example, if a youth is receiving services through the workforce investment board or the mental health system, this will satisfy the program's service requirement.

We work with young people in [name of county] who are in need of housing and qualify for FYI vouchers. Unfortunately, as far as we are aware these eligible young people have not been able to access FYI vouchers. We are writing to inquire as to whether you have developed a partnership with any of the PHAs listed above and your process for referring youth for FYI vouchers.

We look forward to working with you to further our shared goal of providing safe, stable, and affordable housing to [name of county]'s vulnerable young people, and we are available to answer any questions and to collaboratively address any challenges to making the promises of this housing program a reality.

Cc: California Office of the Foster Care Ombudsman
[Youth's dependency attorney, if in foster care or recently exited]