

*Instructions for use: This template can be used by a young person to ask that the child welfare agency make a referral to the Public Housing Authority for an FYI or FUP housing voucher. Please input the information requested in the highlighted sections to fit your situation.*

**REQUEST FROM A YOUNG PERSON TO THE CHILD WELFARE AGENCY OR PROBATION DEPARTMENT TO MAKE A REFERRAL FOR A FYI PROGRAM OR FUP VOUCHER TO THE PUBLIC HOUSING AUTHORITY**

Dear [Child Welfare or Probation Department Administrator]:

My name is [ ]. I am requesting that you make a referral to the local housing authority for a Foster Youth to Independence (FYI) Program Voucher for me for the reasons described below. If Family Unification Program (FUP) vouchers are available in the county, I request that I be referred for a FUP voucher as well.

I am [enter your age age, which must be at least age 18 and undeR age 25] and I [will age out of foster care or have aged out, depending on your situation]. I am [homeless or at risk of becoming homeless depending on your situation].

I believe that I am eligible for an FYI voucher or FUP voucher and ask that you refer me to the Housing Authority right away. I am happy to work with you to prepare the request to the PHA for an FYI or FUP voucher.

Please contact me within 7 business days to let me know your response to my request. Please contact me [include the best way and times to get in contact with you] I am happy to meet and talk further about how we can work together so I can get into stable housing.

Sincerely,