

Instructions for use: This template can be used by an advocate to ask that the child welfare agency launch or expand an FYI program. Please input the information requested in the highlighted sections to fit your situation.

REQUEST TO THE CHILD WELFARE AGENCY OR PROBATION DEPARTMENT TO PROVIDE INFORMATION ABOUT THE FYI OR FUP PROGRAM

Dear [Child Welfare or Probation Department Administrator] and [ILP Coordinator]:

My name is [full name] and I am an advocate for young people with experience in foster care. I am writing to request information about the Foster Youth to Independence Program (FYI). Finding affordable and safe housing continues to be a significant challenge for young people as they leave foster care. We were thrilled to find out that innovations in the Foster Youth to Independence Voucher Program in the last few years make it an important resource for providing housing stability for young people. Here are a few highlights:

- Not only can your agency work with a Housing Authority to potentially request as many as 100 vouchers per year, you can work with more than one Housing Authority to maximize the number of vouchers available to young people.
- By participating in the Family Self Sufficiency Program, a young adult's 3 year voucher can be extended an extra two years while they build up savings.
- Child welfare agencies and probation departments can provide support services or simply arrange for them or connect young people with community based services.

Given the critical nature of the FYI program, I am writing to request the following information:

1. Who is the main point of contact for the FYI program?
2. What is the referral process for the FYI program?
3. How many Housing Authorities are you working within the county?
4. How can my organization collaborate with you to expand the use of FYI and FUP vouchers?

[Please add any additional questions. This is a list to get you started.]

[If you or your agency is interested in playing a specific role, like making referrals to the child welfare agency or directly to the PHA, make that request here.]

Please contact me within 7 business days to let me know your response to my request. I can be reached at [include your contact information]. I am happy to meet and talk further about how my organization can collaborate to improve housing stability for young people through access to FYI vouchers.

Sincerely,