



## FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

**Secretary** /s/ Christina K. Daly

**Date:** 3/5/2018

**Subject:** Letters of Support

**Section:** FDJJ - 2010

**Originating Office:** Office of Program Accountability

**Authority:** Chapter 20.5, Florida Statutes  
Chapter 985.644(3), Florida Statutes  
Rule 63F-8, Florida Administrative Code

**Related References:** N/A

**Purpose:** This policy outlines guidelines and approval authority for Letters of Support requested by entities outside the Department of Juvenile Justice wishing to obtain written affirmation of the Department's support of their programs and services.

**Offices Affected by the Policy:** All offices within the Department.

### **POLICY STATEMENT:**

- Letters of Support for local groups or agencies shall be approved at the senior management level.
- Letters of Support for contracted Providers are authorized only if the provider has consistently met their contractual obligations as evidenced by monitoring reports or Monitoring and Quality Improvement reviews.
- The group or agency's services shall be consistent with the Department's mission and vision.
- No Letters of Support shall obligate the Department to provide financial or in-kind support without prior approval from the appropriate ELT member for the program area, the Director of Budget, and the Deputy Secretary.

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- If the purpose of the Letters of Support is for a group or agency to seek other funding sources to enhance services, the request should address one or more of the Department's Roadmap to Excellence & Long Range Program Goals.
- In the event the Department receives more than one request for a Letters of Support for a competitive grant, the Department may approve more than one request so long as each request is consistent with the Department's guidance for approval.

**PROCEDURES/MANUALS:** N/A