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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.

REQUEST TO THE CHILD WELFARE AGENCY TO MAKE A REFERRAL FOR A FUP PROGRAM VOUCHER TO THE PUBLIC HOUSING AUTHORITY

Dear [Child Welfare Administrator] and [ILP Coordinator]:

I am the attorney for [name of young person]. I am requesting that you make a referral to the local housing authority for a Family Unification Program (FUP) Program Voucher for my client for the reasons described below.

My client is eligible for the FUP program. My client is age [enter client's current age, which must be between 18 and 24 and 364 days]; [will age out of foster care or has aged out, depending on the facts of your case]; and [is homeless or at risk of becoming homeless depending on your case]. My client is receiving the following support services [describe any support services your client is receiving, including any Chafee Independent Living services, behavioral health services or supports, workforce services, etc].

[If your client is still in foster care and aging out, add: I am requesting that the transition plan for my client include making a referral for a FUP voucher and any other housing assistance that they are eligible for and that I be invited to the next transition planning meeting to discuss housing supports for my client.

If your client is out of foster care, but under 21 and therefore eligible for Chafee services add: I am requesting that a case plan for Chafee services be developed for my client and that a referral for a FUP voucher and any other housing assistance that they are eligible for be included in that plan and that a planning meeting be convened to discuss this referral and housing supports for my client.

[If your client is out of foster care and between the ages of 21 and 24 and 364 days add: I am requesting that a service plan be developed for my client and that a referral for a FUP voucher and any other housing assistance that they are eligible for be included in that plan and that a planning meeting be convened to discuss this referral and housing supports for my client.]

Because my client is eligible for a FUP voucher I am asking that you refer my client for one from [a list of the county PHAs that have them].

Please contact me within 7 business days to let me know your response to my request. I am happy to meet and talk further about how we can work together to support [client's name] in making a safe and stable transition to adulthood.

Sincerely,

cc: [Youth's attorney if in foster care or recently in foster care]