



PROCEDURES FOR ISSUE OR GRANT SUPPORT
December 5, 2002

BACKGROUND: The Children's Services Network Council and committees regularly receive requests for letters of support endorsing grant applications, political candidates, legislation and public policy and other projects. It has been the unwritten policy of the CSN to support the efforts and activities of members through verbal consensus of the group or by Executive Committee decision consistent with previous actions and the Strategic Plan. As the membership, scope and projects of the CSN become more numerous and complex it has become necessary to formalize policies and procedures in the interests of fairness and consistency.

CURRENT SYSTEMS IN USE: The CSN Council has adopted a Mission, Vision, Values, Strategic Plan, Legislative Platform and the following processes. The Needs Assessment Committee is currently working on a prioritization process for decisions about resources and program support. The Integrated Services Committee has designed and implemented the SAFE System of Care and directs the use of family services grant funding in the county.

- The **Issue Resolution Process** is used to establish a CSN Council position on contentious and/or difficult issues, using a discussion format and written vote.
- The SAFE System of Care **Multi-Agency Solutions Group** provides a venue for agencies to problem-solve issues regarding children and youth when those issues have resulted in an impasse between agencies.
- The **Action Request** form is used to request support for or opposition to legislation, political candidates, public policy and grant proposals.

USE OF THE ACTION REQUEST FORM: Requests for letters of support or opposition will be accepted from CSN Council members and community partners who are active participants in CSN meetings and projects. Requests for action related to public policy, legislation and/or political candidates should be directed to the Public Policy Committee. Requests for action related to grants should be directed to the Integrated Services Committee.

Instructions and forms are available on the website at www.co.slo.ca.us/csn. Questions may be addressed to Julia Miller, Network Coordinator, at 781-1781 or jmiller@co.slo.ca.us or to Cindy Marie Absey, Public Policy Committee Co-Chair, at 781-5822.



Dear Children's Services Network Council or Community Member:

The attached Action Request Form was developed to assist the Children's Services Network (CSN) Committees in evaluating and responding to requests for the CSN Council to take a position supporting a grant proposal, pending legislation or a ballot measure, public policy proposal or political candidate.

In order to be considered for action by the CSN, your request should pertain to the rights, safety, health and welfare of, and/or services to assist children and families in San Luis Obispo County, and be consistent with the CSN's Mission, Vision, Values, Strategic Plan, Legislative Platform and Children's System of Care planning.

Please allow as much lead-time as possible within your grant timeline (minimum: three business days). The appropriate committee co-chairs will review your request and take one of the following actions:

1. Approve your request and report their action to the Executive Committee;
2. Place your request on the CSN Council meeting agenda for general discussion and approval by the membership;
3. Schedule the matter for a CSN Council meeting and Issue Resolution Process; *or*
4. Decline your request. *In cases where the committee co-chairs decline requests or no decision can be reached your request will automatically be referred to the Executive Committee for review. Requests made without adequate turn-around time are likely to be denied regardless of the merit of the proposal.*

Please review and complete the attached Action Request Form (also accessible at www.co.slo.ca.us/csn) and submit it as soon as possible to:

Public policy, legislation, candidates:

Cindy Marie Absey & Alice Yamada
Co-Chairs
Public Policy/Legislative Committee
c/o District Attorney's Office
Fourth Floor, County Government Center
San Luis Obispo, CA 93408
Fax: 781-5828

Grant proposals:

Don Dennison & Brad Sunseri
Co-Chairs
Integrated Services Committee
c/o CSN Coordinator
PO Box 8119
San Luis Obispo CA 93403-8119
Fax: 781-1872

If you have questions regarding this process or the completion of the "Action Request Form" please contact one of the following:

Cindy Marie Absey	781-5822	cabsey@co.slo.ca.us
Julia Miller	781-1781	jmiller@co.slo.ca.us

Revised Feb 2006



ACTION REQUEST FORM

Name: _____ Date: _____

Agency: _____

Phone: _____ FAX: _____

E-Mail: _____

Request: Letter of Support For: Grant proposal
 Letter of Opposition Legislation/public policy/
 candidate

Other: _____

Date needed: _____

Bill/ballot measure designation: _____

Status of bill/ballot measure (date) _____

Candidate and office sought _____

What services will the grant provide? _____

Who is the funder? _____

Amount requested: _____ Is the grant competitive? Yes No

PLEASE COMPLETE QUESTIONS ON THE BACK →▶→▶→▶→▶→▶→▶→▶→▶→▶▶

Please address the following questions in no more than two pages:

Public Policy requests:

1. How does the requested action fit the CSN mission, vision, values, strategic plan, legislative platform and children's system of care planning?
2. What is the projected fiscal impact, if any, at the local, State and/or Federal levels?
3. What are the anticipated local outcomes for children and families?
4. What other agencies or groups are in support or opposition?
5. What other information should be considered in evaluating this request?

Grant requests:

Please attach an Executive Summary and address questions 1 and 3 above.

All requests:

LIST all parties who should receive the letter of support/opposition (please include name with title, address, phone, FAX and e-mail).

LIST all parties who should receive COPIES of the letter (name with title, address, phone, FAX and e-mail)

RETURN THIS FORM FAX to the Children's Services Network, 781-1711 or go to the website www.co.slo.ca.us/csn and complete the electronic version.