

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



July 22, 2003

REFUGEE COORDINATOR LETTER NO. 03-16

TO: COUNTY REFUGEE COORDINATORS
MUTUAL ASSISTANCE ASSOCIATIONS
VOLUNTARY RESETTLEMENT AGENCIES

SUBJECT: REFUGEE PROGRAMS BRANCH SUPPORT LETTER PROCEDURES

Upon request, the Refugee Programs Branch will assess and assist agencies with letters of support in conjunction with service provider funding proposals. Such requests should be made as far in advance as possible to allow sufficient time for mail delivery, processing, and subsequent forwarding. Support letter requests should be submitted via e-mail to:

Thuan.Nguyen@dss.ca.gov, Pamela.Hedin@dss.ca.gov, and Betts.Smith@dss.ca.gov.

Note: each request must include a sample support letter as an attachment to the e-mail request. Please allow at least five (5) working days for processing each request.

Adherence to these procedures will facilitate timely processing of agency support letter requests. Thank you for your cooperation in this matter.

Sincerely,

Original signed by
Thuan Nguyen
On July 22, 2003

THUAN NGUYEN, Chief
Refugee Programs Branch