



Mike Braun, Governor  
State of Indiana

**Indiana Family and Social Services Administration**  
**Division of Mental Health and Addiction**

402 W. WASHINGTON ST., ROOM W353  
INDIANAPOLIS, IN 46204-2739

February 20, 2026

**To:** Direct Service Providers  
**From:** Recovery Works  
**Re:** Memo 021  
**Subject:** Recovery Works Referrals

The purpose of this memorandum is to provide updates to the Recovery Works Referral Process. The new referral process took effect **October 16, 2025**.

**Referral Updates**

- Recovery Works has implemented a web-based referral process. All referrals are submitted at <https://pacerecoveryworks.org>. Status updates are also provided on this portal.
- Referrals may be submitted only by a Criminal Justice Partner or by the participant. No other entities are permitted to submit referrals on behalf of participants.
- An acceptance letter is no longer required before submitting a referral. All referrals must begin with a referral request. Recovery Works will then distribute the referral to multiple agencies for acceptance.

**Incarcerated Referrals**

- Referrals for incarcerated individuals may be submitted up to one (1) year prior to release. Referrals submitted during incarceration remain valid for 30 days post-release at the same provider location(s).
- A jail or prison face sheet is an acceptable form of identification for individuals who are currently incarcerated.

This memorandum serves as an addendum to the information outlined in the Recovery Works Policies and Procedures Manual. For any clarification or questions regarding the guidelines above, please contact Recovery Works directly.

Sincerely,

Catrinka Prestly  
Director of Recovery Works  
Division of Mental Health and Addiction  
Family Social Services Administration

