

**Process for
Requests for Letters of Support**

1. Request for LOS is received by program personnel; who should ask for the following from the requestor:
 - a. Draft LOS (if not provided)
 - b. Excerpt from grant guidance detailing requirements of LOS
 - c. Funding opportunity number/grant guidance number
2. Program personnel forward the LOS up the chain of command to their Assistant Commissioner.
3. The Assistant Commissioner will send the proposed LOS to:
 - a. Tami
 - b. Rebecca Chauhan
 - c. Kelly MacKinnon
 - d. Jeni O'Malley
4. Tami, Rebecca, Kelly and Jeni will work together to ensure that the proposed LOS is properly
 - a. Reviewed,
 - b. Signed, and
 - c. Issued

In following this process, all LOS coming from the ISDH will be factual, necessary and as consistent as possible, without commentary or endorsement language.

Contact Information:

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