



Letters of Support Procedure

Effective Date 06/18/2026

Approval Date 06/18/2026

Signed by:

Joshua Dugas

Joshua Dugas, MBA, REHS, Acting Director

Purpose To provide guidance to Department of Behavioral Health (DBH) leadership and support staff in considering, requesting, and processing letters of support (LOS).

Request Requirements All LOS requestors (external agency) must provide DBH the following:

- A description of the request including:
 - Purpose and scope of work (i.e., grant opportunity or related initiative, and proposed services/activities, etc.);
 - Requestor's current or previous relationship with DBH, and
 - How the proposed activities align with the County's and DBH's goals and/or mission.

Initial Receipt/Review Any/all DBH workforce members who receive a request for an LOS must forward the request on to their respective leadership. The relevant DBH manager shall ensure the following:

- No commitment will be made to provide a letter to the requestor prior to review;
- Request meets all required criteria;
- LOS Cover Sheet is completed, and
- All materials are submitted, including requestor information (referenced in Request Requirements block) and LOS Cover Sheet, for review/approval to the respective Executive Team member (Deputy Director, Assistant Medical Director). Include the corresponding Executive Administrative Assistant (EAA).

Note: The LOS Cover Sheet provides the Executive Team member a summary of the purpose of the request as well as responses to pertinent questions that County Legislative Affairs will require for approval.

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Letters of Support Procedure, Continued

Executive Review/ Approval Process

The review and approval process is described below:

Stage	Description						
1	Once the respective manager submits the LOS request for consideration to their Executive, and copies the EAA, the DBH Executive: • Will review the request and LOS Cover Sheet to consider appropriateness; • Ensure all required criteria are met; • If approved, instruct EAA to draft letter on most current DBH Administration letterhead and ensure any/all formatting is appropriate, and • The EAA will submit the LOS Coversheet and draft letter to DBH Office of Compliance at ComplianceQuestions@dbh.sbcounty.gov.						
2	The Compliance designee reviews all materials and coordinates with the DBH Director or designee to determine appropriateness of request. <table><tr><th>If the request is...</th><th>Then Compliance designee will...</th></tr><tr><td>Appropriate for consideration by the department,</td><td> • Coordinate, update and/or clarify information as appropriate; • Coordinate any additional reviews and/or revisions (e.g., if County Counsel review is deemed necessary), and • Submit final LOS to County Office of Governmental and Legislative Affairs for review/approval. </td></tr><tr><td>Not appropriate for support,</td><td>Advise the requesting Executive Team member of denial.</td></tr></table>	If the request is...	Then Compliance designee will...	Appropriate for consideration by the department,	• Coordinate, update and/or clarify information as appropriate; • Coordinate any additional reviews and/or revisions (e.g., if County Counsel review is deemed necessary), and • Submit final LOS to County Office of Governmental and Legislative Affairs for review/approval.	Not appropriate for support,	Advise the requesting Executive Team member of denial.
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Appropriate for consideration by the department,	• Coordinate, update and/or clarify information as appropriate; • Coordinate any additional reviews and/or revisions (e.g., if County Counsel review is deemed necessary), and • Submit final LOS to County Office of Governmental and Legislative Affairs for review/approval.						
Not appropriate for support,	Advise the requesting Executive Team member of denial.						

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Letters of Support Procedure, Continued

Approval process, continued

3	The Office of Governmental and Legislative Affairs will coordinate with the County Administration and Board of Supervisors, as necessary, to review the LOS for conflicts of interests, financial considerations, and alignment with the County's priorities and goals as appropriate.	
	If the request is...	Then the Compliance designee will...
	Approved,	• Obtain the DBH Director's signature; • Return the signed LOS to the requesting Executive Team member with Cc to EAA, and • Save electronic copy of request, final LOS, and all related communications in respective Compliance file.
	Denied,	• Coordinate any necessary corrections or follow-up actions, or • Advise the DBH Executive Team member of the denied request with Cc to EAA.
4	The requesting Executive Team member will coordinate providing signed letters or communicating any denied requests to the requestor.	

Adherence

Failure to comply with this standard practice may result in disciplinary action up to and including termination

Referenced Forms, Policies, and Procedures

[DBH Standard Practice manual and Departmental Forms:](#)

- Letters of Support Policy (BOP3054)
 - Letters of Support Cover Sheet
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