

AGENCY LETTERHEAD- SAMPLE ADVOCACY LETTER FOR MEANINGFUL REVIEW HEARING

Bernalillo County Metropolitan Court
Outreach Court
401 Lomas Blvd
Albuquerque, NM 87102
ATTN: Tiffany Archuleta
EMAIL: METRTLA@NMCOURTS.GOV
PH: 505-841-8267

DATE _____
PARTICIPANT: <Participant's name>
CASE ADVOCATE: <Case Advocate's name >
AGENCY NAME: <Agency's name>

Dear Meaningful Review Team,

AGENCY- < Insert your program's mission and important information regarding your program here.>
"It is our program's pleasure to write on behalf of Participant's name. The goal of our program is that each participant leaves having gained a greater sense of self sufficiency. "

BACKGROUND- <Insert information regarding the client here>
"Participant's name has been homeless 3 times in the past. This is due to his mental health status. He is currently living with his mother and his medications have been stabilized for the past 4 weeks."

PROGRAM PARTICIPATION-< State any progress and compliance in your program here> "Participant's name has been compliant with our program since _____. He has stabilized his medications through our clinic. He has enrolled in state subsidized health insurance and has an appointment with his primary care provider. He is compliant with therapy and actively engaged in counseling with our therapist. "

PARTICIPANT'S REQUIREMENTS < Indicate any requirements in your program for the participant >
-continue bi weekly counseling
-continue to monitor medications with primary provider
-attend doctor's appointment
-follow through with dental referral at Agency's name.

CURRENT ESTIMATED HOURS OF PARTICIPATION COMPLETED IN PROGRAM _____.

AGENCY RECOMMENDATION- <Outline your recommendation at this time>
"We recommend at this time for Participant's name to continue with our agency for another 30 days, at which point his dental referral will have been completed and his primary care visit completed."

Sincerely,
<signature>
NAME AND TITLE