

**SAMPLE LETTER OF SUPPORT/APPROVAL  
(COUNTY EMPLOYEE ONLY)**

**(Please give to the County Director of the Dept. of Children and Family Services to prepare  
the letter of support using their own letterhead paper)**

TO: Maggie Armistead, MSW  
Title IV-E BASW Coordinator  
Department of Social Work Education  
5310 N. Campus Drive, M/S PHS-102  
Fresno, CA 93740-8019

\_\_\_\_\_ is an employee of \_\_\_\_\_ County, who works within the (Name of Department or Task Unit). Mr. or Ms. has informed me of their desire to return to school to pursue a Bachelor of Arts Degree in Social Work at California State University, Fresno with a specialization in Child Welfare Practice.

Mr./Ms. (Name of applicant) has been employed with (Name of County/Department/Unit) since (date of employment). She/he has expressed a sincere interest in working with at risk youth and their families and plans to seek employment within the Department of Children and Family Services Department upon completion of all degree requirements. According to \_\_\_\_\_'s program manager, (please state their name), he/she is aware that this employee will be required to complete the payback requirements of the child welfare stipend program by securing employment within a child welfare setting. As Director of \_\_\_\_\_ County Department of Children and Family Services, I have consulted with this employee's immediate supervisor and program manager and we collectively offer this letter of support for this employee whom we find to be committed to county services and believe this person to be a good candidate for the child welfare stipend program. We are not however at a point where we can guarantee a position for this employee within the child welfare agency at the time when this employee plans to graduate from the program. We are prepared to offer our acknowledgement and support of this worker's educational pursuits and look forward to their continued employment with \_\_\_\_\_ County in the near future.

If you have any further questions, you may contact me at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Director,  
Department of Children & Family Services