

**Community Health Care**  
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## HEALTH AND HUMAN SERVICES DIVISION

**EFFECTIVE DATE:** Dec. 1, 2025; updated May 8, 2026

**SECTION:** Community Health Care Administration (CHC)

**SUBJECT:** Letter of Inquiry requirements for recruiting and retention assistance interest

Prior to submitting a letter of inquiry for opioid abatement funding, review the Florida Opioid Allocation and Statewide Response Agreement. Any organization who submits a letter of inquiry must be able to provide proof of meeting the state requirements outlined in the agreement.

Letters should be on the letterhead of the organization submitting the inquiry and have the date of letter submission, address for mailed correspondence, salutation, body, and closure contained within a maximum of two pages with one-inch margins and in 12-point font.

### **BODY**

**Paragraph 1:** Introduce the issues surrounding recruiting and retention. Provide brief statistical or supportive data specific to local needs.

**Paragraph 2:** Briefly introduce the positions for which your organization needs assistance with recruiting and retention. Indicate the types and number of providers or support staff the funding would be used to recruit.

List the services that could potentially be expanded with successful recruiting and retention as referenced in the State Agreement guidelines.

**Paragraph 3:** Give brief data that supports the organization's need for funding to include service expansion. For example, "We would be able to increase outpatient behavioral health services by 15% and decrease waiting times for initial appointment by 14 days on average."

**Paragraph 4:** Describe the organization requesting funding and include qualifications, knowledge, or experience related to providing behavioral health services to the community.

**The letter should be signed by an appropriate executive within the organization.**

Completed letters may be submitted on rolling basis to:  
[opioidabatementfunding@polkfl.gov](mailto:opioidabatementfunding@polkfl.gov).

Please add, "Opioid Funding Request for Recruiting and Retention," in the subject line.