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**DEPARTMENT OF MENTAL HEALTH**

<http://dmh.lacounty.gov>

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

Reply To:  
Fax:

**SAMPLE REFERRAL LETTER**

DATE

Eligibility Interviewer  
Housing Authority of the City of Los Angeles  
Special Program Operation  
2600 Wilshire Blvd., 2<sup>nd</sup> Floor  
Los Angeles, CA 90057

RE: JANE DOE, SS# 123-45-6789

Housing Authority of the City of Los Angeles:

I am writing this letter in support of Jane Doe's Shelter Plus Care application. Jane has been a client of the ACTION program since October 18, 2000. ACTION is an assertive community treatment program that assists dually diagnosed consumers with psychotherapy, case management, and psychiatry. Jane has a mental illness and has maintained all scheduled appointments with me for counseling and sees her psychiatrist regularly despite her lack of a fixed nightly residence.

Jane became homeless on January 8, 2001 after fleeing from a domestic violence situation. For the past four years, Jane has live in inpatient psychiatric hospitals, on the streets, crisis residential facilities, LAHSA cold/wet weather shelters, and a garage. We recently met and reviewed her psychiatric treatment history and compiled the following list of dates and location of Jane's living arrangements. Because of the client's cognitive deficits and memory loss, the following represents the best history this client can recollect:

01/08/2001 to 02/07/2001: 1736 Crisis Housing Torrance  
02/08/2001 to 03/15/2001: New Image Emergency Shelter, Los Angeles  
03/16/2001 to 06/31/2001: Shady Lady Motel, 3434 Sunset Blvd. Hollywood  
07/01/2001 to 08/31/2001: Client does not remember where she resided  
09/01/2001 to 10/25/2001: Twin Towers Correctional Facility  
10/26/2005 to 12/15/2002: "Streets" – Sidewalk at 4<sup>th</sup> and Los Angeles, Los Angeles  
12/16/2002 to 12/19/2002: BHC Alhambra Hospital, Psychiatric Unit, Rosemead  
12/20/2002 to 01/19/2003: Excelsior Housing Crisis Residential Treatment, Los Angeles

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01/20/2003 to 04/01/2003: "Streets" –Alley between Augustus Hawkins MHC and King Drew Medical Center, Los Angeles  
04/16/2003 to 06/20/2003: Help is on the Way Shelter, Los Angeles  
06/21/2003 to 07/26/2003: Client does not remember where she resided  
07/27/2003 to 08/05/2003: Brotman Medical Center, Psychiatric Unit  
08/06/2003 to 12/15/2003: "Streets – 2<sup>nd</sup> and Broadway, Santa Monica  
12/16/2003 to 03/15/2004: New Direction Emergency Shelter, West Los Angeles  
03/16/2004 to 04/10/2004: Weingart Center Shelter, Los Angeles  
04/11/2004 to 08/04/2004: "Streets" – Sidewalk at 4<sup>th</sup> and Los Angeles, Los Angeles  
08/05/2004 to 08/08/2004: Robert F. Kennedy, Psychiatric Unit  
08/09/2004 to 02/09/2005: Daybreak Transitional Living Program, Santa Monica  
02/10/2005 to 05/06/2005: Garage /Abandoned Home – 1796 Raymond St., Los Angeles. The garage lacked cooking facilities, a restroom or shower, running water, electricity, and insulation to keep warm. The roof often leaked when it rained.  
05/07/2005 to 05/22/2005: Twin Towers Correctional Facility – Arrested for Trespassing.  
05/23/2005 to 06/15/2005: "Streets" –near Cherokee and Hollywood Blvd., Hollywood  
06/15/2005 to 09/15/2005: Jane Clayton Center Residential Substance Abuse Treatment, Hollywood  
09/16/2005 to Present: PATH Specialized Shelter Bed Program, Los Angeles

Jane is an appropriate candidate for the Shelter Plus Care Program because she is now medication compliant, has completed courses in parenting, independent living skills, and money management. In the past, Jane successfully maintained a residence and had good independent living skills. Jane is a part of the Money Management Program at Hollywood Mental Health Center, which will also continue to provide the intensive case management that will allow her to maintain independence in the community. In addition, Jane has completed a 90-day residential substance abuse treatment program and continues to maintain a relationship to her facility by attending outpatient groups. Jane attends 12 step meetings for support and fellowship in recovery.

Jane has an 8-year-old daughter (Sheila Jones) who will live with her mother once she is in a stable living situation. Presently, Sheila resides with the client's mother (Marie Doe) at 6703 67<sup>th</sup> Street, Los Angeles. A letter from the client's DCFS social worker indicating the child's current location and the social worker's intent to place the child with the client at her new residence is attached.

I appreciate your time in reviewing this case. A Shelter Plus Care Certificate would provide an avenue of stability for Jane. If you have any questions or concerns, please feel free to call me at 213 637-5555.

Sincerely,

*"To Enrich Lives Through Effective And Caring Service"*