
HEALTH AND HUMAN SERVICES DIVISION

EFFECTIVE DATE: December 1, 2025

SECTION: Community Health Care Administration (CHC)

SUBJECT: Letter of Inquiry requirements for recruiting and retention interest

Opioid Abatement Funding, prior to submitting a letter of inquiry see 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, as well as, adhering to the contract guidelines of appropriate expenditure of funds list in the aforementioned agreement. The letter should be on the letterhead of the organization submitting the inquiry, have the date of letter submission, address for mailed correspondence, salutation, body, and closure contained within a maximum of 2 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 solution to the problem to include any issues specific to the organization. Indicate the types and number of providers or support staff the funding would be used to recruit. Include as a list the potential expansion of which services the recruiting and retention funding will provide as referenced in the State Agreement guideline(s).

Paragraph 3: Give brief data that supports the organizations 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.

These completed letters may be submitted on rolling basis to: opioidabatementfunding@polk-county.net. Please add *Opioid Funding Request for Recruiting and Retention* in the subject line.