

SAMPLE LETTER

Illinois Department of Human Services
[Office Address]
[City, State, Zip Code]

[Date]

Re: Request for Crisis Assistance based on domestic abuse and request for expedited TANF application processing.

To Whom It May Concern:

I am writing this letter on behalf of [client's first and last name], who is currently experiencing a crisis. I am [client's first name]'s [your title, case manager, social worker, etc.] at [name of organization], a domestic violence shelter for women and children. [Client's first name] came to our shelter on [date], fleeing an abusive relationship with [her husband, boyfriend, partner, etc.].

As her [your title], I have the opportunity to work closely with [client's first name], and it is clear to me that she is currently in a crisis situation. Therefore she would like to request Crisis Assistance as a TANF recipient. TANF recipients are eligible for Crisis Assistance if they have left their home because of physical abuse. (PM 06-03-01 and 06-03-01-a) [Client's name and names of her children] fled their home to escape physical abuse. According to IDHS policy, the Department has five workdays from the date of this request to make a decision on [client's name]'s request for Crisis Assistance. (PM 06-03-01-c) If approved, benefits should be issued within two days from the date of that decision. (PM 06-03-01-c)

Specifically, in this written request for Crisis Assistance, [client's name] requests assistance to cover [rent, food, clothing, household supplies, essential household furnishings, non-medical needs related to essential medical care].

I greatly appreciate your prompt attention to this matter, and any assistance that you can offer to [client's name] in her effort to access public benefits. If you have any questions or require further information regarding her case, please do not hesitate to contact me at [your phone number]. A signed release from the client authorizing IDHS to discuss her case with me is attached to this letter. Thank you for your help and I look forward to working with you in the future.

Sincerely yours,

[Your name]
[Your title]