

OFFICIAL LETTERHEAD

Date _____

Jerome Romero, Chairman
National Association of FASD State Coordinators
c/o Crissy Rivers-Crittenden
SAMHSA FASD Center for Excellence
2101 Gaither Road, Suite 600
Rockville, MD 20850

Dear Mr. Romero:

This letter is to inform you that (name of person) _____
has been designated as the official Fetal Alcohol Spectrum Disorders (FASD) State
Coordinator for the State of (name the State) _____.

I have provided the following information to support his/her formal role in this position:

- Provide information about the State-wide Task Force (if applicable) to include:
 1. When the Task Force was established and how often it meets
 2. Role, mission, goals, and objectives
 3. Name of departments, agencies, and other representatives that are involved
 4. Information on how the designated individual is involved with the Task Force
 5. Other useful information
- Provide information on the particular division/agency department that the designated individual works for and job responsibilities as they relate to FASD.
- Make a case for why it is important to have the identified individual designated in this role and discuss the benefits to the State.
- Provide the contact information for the designated individual to include:
 1. Name
 2. Degrees
 3. Title
 4. State Agency/Department
 5. Business Address (to include mailstop, city/state, zip)
 6. Business Phone
 7. Business Fax
 8. E-mail

Thank you in for including (name the individual) _____ as an
FASD State Coordinator.

Sincerely,