NUNAVIK
CHILD FIRST INITIATIVE
INITIATIVE LES ENFANTS D'ABORD

INSTRUCTIONS FOR RECOMMENDATION LETTERS

Indigenous Services Canada (ISC) has updated the information required for submitting a complete request to the Child First Initiative. Please see below the latest guidelines from ISC regarding recommendation letters.

RECOMMENDATION LETTER - REGULAR OR PROJECT REQUESTS

A recommendation letter is a signed document from a healthcare or education professional, social worker, elder, or knowledge keeper who works with the child(ren) involved in the funding request. This individual must have a thorough understanding of the child's needs and be part of their circle of care. The letter can take the form of an assessment report, a recommendation, a referral, or a prescription.

This letter **must** include:

- The date;
- The specific needs and diagnoses of the child or children;
- The exact services and/or product recommended;
- A clear justification, specific to the child, explaining how the requested products and/or services will address the unmet needs;
- The family and socio-economic context justifying the need for funding for the requested products and/or services.

VALIDITY

To be valid, the recommendation letter **must:**

- Provide child-specific recommendations based on the professional's scope of practice, and the professional must also be part of the child's circle of care;
- Be provided by a professional who is not the one delivering the service;
- Be valid for one year;
- Be updated if additional funding to extend services for the child(ren) is required to demonstrate that the child's needs have evolved or to show that the aids or services are still needed.
- In certain cases, the letter must be written by a certified health professional who is a member of a recognized order. In such cases, the letter must include the professional's name, title, and membership number.

PROJECT REQUEST - (2) RECOMMENDATION LETTERS REQUIRED

In addition to the points mentioned above, the recommendation letters for project requests must meet the following criteria:

- One letter must be issued by the immediate supervisor of the applicant in accordance with internal procedures of your organization.
- The second letter must be written by a certified health professional who is a member of a recognized order. The letter must include the professional's name, title, and membership number.

It is important to understand that the more detailed the recommendation letter is, and the stronger the support from high-level professionals or field experts in demonstrating the needs, the better it will align with ISC criteria.

LIST OF PRODUCTS AND SERVICES REQUIRING A RECOMMENDATION LETTER SIGNED BY A PROFESSIONAL MEMBER OF A RECOGNIZED ORDER

- Minor and major renovations;
- Requests related to sports (sporting events, competitive, elite, or recreational sports activities);
- Non-medical travel expenses;
- Non-medical respite care;
- Childcare;
- Food support;
- Clothing;
- Furniture;
- Vehicles;
- Day camp or summer camp;
- Electronic material (computer, laptop, iPad, etc.)
- Requests related to school fees and services or products provided at school.

**This information is subject to change without notice.*

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