



State of Oklahoma  
**Office of Juvenile Affairs**

**Certificate of Need**

**Request for increasing/decreasing Contracted Agency Shelter Beds. (This would include licensed beds if it affected the number of contracted beds).**


In order for your agency to increase or decrease the number of OJA contracted shelter beds your agency must have written approval from the Community Based Youth Services Division Director. The decision would be based on the response to the following information:

1. What is your average monthly bed utilization?
2. How many youth have been denied access to a bed? Why?
3. How will increasing or decreasing your contracted beds benefit your agency?
4. How will this impact your community, catchment area and ultimately the state?
5. Have you discussed your request within your cluster group? What was their response? (Their responses should be in letter form and signed by the agency directors and attached to your request).

Please understand that we will take any request to increase/decrease your agency contracted beds very seriously. Give as much detail to your response to the above requested information as possible.

We here at the Office of Juvenile Affairs are aware of the work that you and your staff do in your respective communities and catchment areas. We are aware that many of you work long hours and deal with critical and crisis oriented problems on a daily basis. We are also aware that you are doing this work on a reduced budget. This work that you do is noticed and appreciated.

Your request will be reviewed by the Community Based Youth Services Division director and staff. A recommendation will be made to the Agency director. You will receive a written response.

Sincerely,  
  
Dennis Gober, Director  
CBYSD