

**SRCD U.S. State Policy Fellowship  
State Agency Statement of Support  
INSTRUCTIONS**

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Thank you for your interest in hosting a SRCD U.S. State Policy Fellow in your state executive branch agency. Please use the following template for the state agency's Statement of Support and be sure to follow the instructions listed below.

The statement of interest should be written by an employee in a leadership position working on children's learning or well-being policy at the state executive branch agency and who would provide the placement opportunity to the SRCD State Policy Fellow. Note: it may be the case that an individual other than the employee in a leadership position would be the supervisor for the fellow. In such cases, we recommend this statement be written jointly with the proposed supervisor. **Applicants are assessed name- and institution-blind. Please do not include the applicant's name or identifying information in your personal statement.**

**Applications for the 2025-2026 cohort are due on Monday, January 6, 2025, at 11:59 p.m. Eastern Time.** Applicants are responsible for submitting all required materials by the deadline. If you have any questions about this template or the application process, please contact [policy@srcd.org](mailto:policy@srcd.org).

Please address the following information in each section of the state agency's Statement of Support:

*1. Background*

- List your title and primary role in the organization

*2. Possible Projects*

- Briefly describe possible projects the fellow might assist with, with the understanding that specific projects will be determined together with the agency when the fellowship begins and that projects will evolve during the course of the year.

*Support for the Candidate:*

*3. Supervisory Plan:*

- Confirm your interest in hosting a fellow for an immersive learning policy experience and describe the supervisory plan. This would include a description of the individual(s) who will supervise the fellow and provide guidance and feedback on specific placement projects, regularly scheduled discussions with the supervisor(s) during which the fellow could ask questions and reflect on what they are learning, and identify opportunities for the fellow to learn about policy development, implementation, and evaluation in a state agency.

*4. Onboarding Plan:*

- Describe an onboarding plan to orient the fellow to the agency's structure and functions, including confirming that an appropriate workspace would be made available including use of a computer and telephone (used only according to agency guidelines)

5. *Confirmation of Supervisor Support:*

- Confirm that the placement supervisor agrees to participate in the fellowship-related activities in support of the candidate: join a kick-off call at the start of the fellowship year with the fellow and SRCD staff; provide feedback on the candidate's professional development plan and support their progress towards the outlined goals; provide feedback on the fellow's Spotlight column, Professional Portfolio, and Capstone presentation; complete an end-of-year evaluation of the fellowship; and attend semi-annual meetings with SRCD fellowship staff to ensure the fellow and the state placement office has a successful fellowship experience.

6. *Confirmation of Applicant's Eligibility for Contract Employment:*

- SRCD State Policy Fellows are designated "independent contractors" at their state placement office. SRCD recognizes that state governments may vary in their citizenship status requirements for contractor employment. Individuals who are U.S. citizens or DACA recipients are *typically* eligible for contractor work. Please confirm that you have checked with your Office of Human Resources to verify that the applicant meets your state's citizenship status requirement.

**Word Count:**

- Your total word count cannot exceed 750 words. You can either copy and paste your answer into our online application portal, or enter it directly, depending on your preference.

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STATE AGENCY STATEMENT OF SUPPORT**

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**1. Background**

**2. Possible Projects**

**Support for Candidate:**

**3. Supervisory plan**

**4. Onboarding Plan**

**5. Confirmation of Supervisor Support**

**6. Confirmation of Applicant's Eligibility for Contract Employment**