

Introspection & Reflection, LLC

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ESA Letter Completion Criteria

EFFECTIVE 8/5/2019

ESA Letters are completed at the provider's discretion. The following criteria has to be met before any of our providers complete ESA Letters:

- *Must be an active client for at least 90 days
- *Must have been seen for Psychotherapy within the last 30 days
- *Must have had a thorough Clinical Mental Health Evaluation within the last 45 days
- *Must have debilitating symptoms that meet criteria for a Clinical Mental Health Diagnosis
- *Psychotherapist must be able to attest to the fact that the client has debilitating symptoms
- * Psychotherapist must be able to attest to the fact that the pet would help to reduce clinical symptoms
- *Client must have a \$0 balance with the company

If all of the criteria are not met, providers at this location will not complete ESA paperwork.

******If all of the criteria are met, our providers can compose a letter of support for an Emotional Support Animal. This is still at the providers discretion, however. This is not a service that all therapists provide. Time is needed to complete the paperwork and our time is valuable. We do not have the ability to provide letters on the same day or the same week of a request. Evaluations have to be completed and analyzed prior to the letter writing process. Also, letter writing is an additional service that would have to be provided when the therapist has the time to complete it. Our providers will not cancel sessions to write a letter or a recommendation. **Evaluations for ESA approvals for individuals who are not current clients start at \$250.*****

CEO Official Signature:  CEO, LPC, CCATP, CATP

Printed Name: Daysha Phimphone, CEO