



# ***Agency Participation*** *in the* ***Shared Neutrals Adr Program (SNAP)*** ***"Resolving Conflicts Through Mediation"***

To enter the Program, your agency must submit a letter to the *SNAP* Committee signed by the local agency head. The letter must contain the following:

1. Name and office phone number of your agency liaison who is authorized to request a *SNAP* mediation,
2. Any type of case which your agency wishes to exclude from the program,
3. Specific forms that your agency wishes to use that differ from those included in the Handbook,
4. Any other specific requirements of your agency,
5. And an explicit statement that no member of your agency will retaliate against any other member of your agency because of his/her decision to participate or withdraw from a *SNAP* mediation.

**Note:** All of the agency-specific requested items are subject to review and approval by the *SNAP* Committee. It is the responsibility of each agency to promptly notify the *SNAP* Committee of any change to their agency liaison and any requested agency-specific items not previously considered by the *SNAP* Committee.

A team is available to explain the benefits of the Program to groups in agencies that are participating or considering participation.

For more information go to the Chicago Federal Executive Board website at: <Http://www.chicago.feb.gov/NEWSNAP.htm> or contact Veronica Jackson at 312-353-6790.

