

**Community Action Council Referral
Child Protective Services
Concrete Goods and Services Fund**
Send to: Regional Concrete Goods and Services Gatekeeper

***Please Note: Making a referral does not mean it will be approved/paid. Please plan accordingly with families and do not promise this funding request.**

| Referring Child Protective Services Worker | |
|--|---------------|
| CPS Worker: _____ | Email: _____ |
| FSOS: _____ | Email: _____ |
| Region: _____ | Case #: _____ |

| Adult Information | |
|-------------------|--------------------|
| Name: _____ | Telephone #: _____ |
| County: _____ | Email: _____ |

| Child(ren) Information | |
|------------------------|------------|
| Name: _____ | DOB: _____ |
| Name: _____ | DOB: _____ |
| Name: _____ | DOB: _____ |

Goods and Services Needed:

Mandatory: Check all that apply and provide details of request to include amount and reason.

Housing assistance

Amount: _____

Pest control

Amount: _____

Transportation assistance

Amount: _____

Weatherization

Amount: _____

Utilities

Amount: _____

Other

Amount: _____

Household supplies

Amount: _____

Is the requested expense in a different individual's name? If so, please explain below.

| Vendor name: | Vendor address and phone number: | Requested amount: |
|--------------|----------------------------------|-------------------|
| | | Total: |

Assessment of Need:

(The below fields are mandatory and referral will be returned if this information is missing)

How would the above requests benefit the family? What is the reason for each request?

What other resources have been sought or utilized to assist with above request?

(It is mandatory to exhaust community resources before seeking this funding and without adequate information here, this referral should be denied.)

Describe the plans for sustainability that are being implemented to help maintain the expense after these funds have been utilized.

- **How will the family pay for these expenses in the future?**
- **Provide information regarding informal budgeting – list monthly expenses and family income below to help support sustainability.**

Supportive Documentation Checklist

Supportive documentation is mandatory for referral review.

Housing Assistance:

A rental agreement or lease.

A statement of current amount due.

Household Items:

An online shopping cart to show items being requested. (printable list showing item, cost, and total cost.)

Transportation Assistance:

A car title.

Proof of valid drivers license and insurance.

A detailed statement of vehicle repairs needed.

Kelly Blue Book value to show worth of car (if requesting vehicle purchase).

A bill of sale.

Private sellers and dealerships will need to obtain and provide a W9.

Utilities:

An invoice/bill with the account number/amount due/name of account holder/vendor to be paid.

(Approving Supervisor Signature/Date)

(Approving Gatekeeper Signature/Date)