

**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:
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 (rent, mortgage, etc.)**

Amount requested:

Reason for request:

☐ **Transportation Assistance**

Amount requested:

Reason for request:

☐ **Weatherization**

Amount requested:

Reason for request:

☐ **Utilities (electric, water, trash, insurance, etc.)**

Amount requested:

Reason for request:

☐ **Household supplies**

Amount requested:

Reason for request:

☐ **Pest Control**

Amount requested:

Reason for request:

☐ **Other**

Amount requested:

Reason for request:

**Is the requested expense in a different individuals name? If so, please explain below.**

**Assessment of Need:**

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

**How would the above requests benefit the family?**

**What other resources have been sought or utilized to assist with above request? It is mandatory to exhaust community resources before seeking this funding.**

**Informal budgeting – list monthly expenses and family income below (this should aid in answering the next question regarding sustainability).**

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

- **How will the family pay for these expenses in the future? *(For example, if rent was paid, what plan has the family formulated to ensure that this is not a reoccurring need?)***

**Supporting Documentation is mandatory and could include:**

- ☐ An invoice/bill with the account number/amount due/name of account holder/vendor to be paid.
- ☐ A rental agreement or lease.
- ☐ An online cart to show the items that are being requested.

Vendor Name:	Vendor address and phone number:	Request Amount:
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**Total:**

**Shipping/Delivery Address (if items are to be delivered):**

**Pick-up Location (if items are to be picked up (ex. Walmart):**

(Approving Supervisor Signature and Date)

(Approving Gatekeeper Signature/Date)