



## Instructions

### What is the Reverse Referral Form?

The Reverse Referral Form gives information to the local county assistance office (CAO) to help them determine if you may attend a program.

### When would I use the Reverse Referral Form?

The Reverse Referral Form is completed if you are not currently attending a program but you are interested in their services.

### How do I complete the Reverse Referral Form?

Please complete as much of the information as you know. If there is information you do not know, put "unknown" in the box. Please only fill out the Client Information, Provider Information, and the Signature block.

#### **Client Information block**

1. CLIENT NAME: Print your full name.
2. SOCIAL SECURITY NUMBER
3. CLIENT COUNTY OF RESIDENCE: Put the county in which you reside.
4. CLIENT PHONE: Put your phone number; use format (###) ###-####.
5. REFERRAL REQUESTED: Put the name of the program you are interested in attending.
6. DATE OF BIRTH: Put your date of birth; use format MM/DD/YYYY (Ex. 10/12/1982).
7. RECEIVING: Check the box or boxes of what CAO benefits you are currently receiving.
8. CAO CASE RECORD: Put your case record number. This number is on documentation you get from your local CAO.

#### **Provider Information block**

1. PROGRAM NAME: Put the name of the program that you are interested in attending.
2. CONTACT NAME: Put the name of the contact person at the program you are interested in attending.
3. PHONE: Put the phone number for the person you listed in box 2.
4. FAX: Put the fax number of the program.

#### **Signature block**

Please sign your name and put today's date. By signing, you are verifying that all information provided is correct. You are also allowing the CAO to give your referral decision to the provider listed above for a period of six months from the signature date.

### What do I do with the completed Reverse Referral Form?

The completed Reverse Referral Form will be given to your local CAO to request consideration for the program. Authorized staff at the CAO will complete the CAO section of the form. They will determine who may attend the program and give the results to you and the provider you listed.