Referral Form Comment Summary

**Form Target:** ABAWD Individuals

* Copy of referral goes with ABAWD and in their file.

**Form Purpose:** For the ABAWD individual to know referral details and the next steps to take

**What the Form Should Include:**

* Name of provider referred to or option chosen, with address and phone number.
* If available, the contact person’s name and phone number
* If applicable, program orientation dates/times. For example, DVR and ESD don’t usually have initial contact with one specific person, but have individuals start a process.
* Include statement or similar comment, “Activity Form needs to be turned in by the 10th of the following month” or “Activity Form Due Date”
* Navigator contact information should be included on the referral form or the Navigator’s business card can be stapled to the form to ensure the ABAWD can easily contact you if they have questions.
* ABAWD’s signature that they understand the referral
* Date of when referral signed or given

**Colleges May Also Want to Add the Following to Their Referral Form:**

* Listed options and BFET providers specific and adjusted to the services provided in the College’s area.
* Statements to initial:

\_\_\_\_\_ I will contact the above selected agency within \_ ( 10, or 5 or 3) business days.

\_\_\_\_\_ I will report my participation to DSHS.

\_\_\_\_\_ If I cannot make it to the referral/agency I will contact Navigator “name” at “phone” or “email”

* Include appointment time if an appointment time is made during the warm handoff.
* Career goal. This provides a visual reminder for the ABAWD individual.
* The colleges are encouraged to have the forms pre-filled with options to minimize writing.
* Include contact number for WorkFare when available.
* Encourage ABAWD to take a photo of their referral with their phone
* College logo
* There is a suggestion that if you are going to send the form onto a provider, that other resources you indicate on the form for the ABAWD be listed on the back as the ABAWD many not want the provider to know. ( Alternatively you could ask the ABAWD about forwarding the information)
* **See examples for ideas.**