

**United Way of Lake County 211 SERVICE PROVIDER APPLICATION**

Thank you for your interest in having your agency included in the 211 database.

The application includes two basic areas:

**1. Agency Information:** This includes general information about your organization. This does not include information about specific services you provide.

**2.** **Program Information:** Programs are the services your agency offers. Please complete one program section for each program you are submitting for the 211 database.

**Send the completed application by email (**[**211LakeCounty@icfs.org**](mailto:211LakeCounty@icfs.org)**)**

Please do not hesitate to call the 211 Resource Team if you have questions or need assistance with this process.

We look forward to receiving your application.

Thank you,

United Way of Lake County 211 Resource Team

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| **SERVICE PROVIDER APPLICATION/UPDATE FOR UNITED WAY OF LAKE COUNTY 211** | | | |
| **AGENCY INFORMATION** | | | |
| **Inclusion Criteria** | | | |
| Does your organization provide services that are appropriate for inclusion in the 211 database, based on the United Way of Lake County Inclusion/Exclusion Policy (available at www.211LakeCounty.org)?   Yes  No | | | |
| Have you been in operation for at least six months?  Yes  No | | | |
| **General Agency Information** | | | |
| **Agency Name:** | | | |
| Is your agency also commonly known by another name or abbreviation: | | | |
| Parent Agency (If legally part of another organization: | | | |
| **Agency Description (describe your agency in one or two sentences):**  *e.g. Nonprofit organization focused on supporting individuals with disabilities.* |  | | |
| **Agency Type:**  Not-for-profit (incorporated) - tax designation  501(c)(3)  501(a)  Other:  Not-for-profit (not incorporated)  Government: If Yes, which level?  Federal  State  County  City  For Profit/Commercial | | | |
| **Agency Contact Information** | | | |
| **Agency Website/URL:** | | **Agency Email:**  *(for general questions from the public)* | |
| **Physical Address**  Agency Physical Address:  City, State:       Zip: | | | Is this office:  A confidential location?  Yes /  No   Wheelchair accessible?  Yes /  No |
| **Mailing Address**   Same as above (if mailing address is different, add address below)  Agency Mailing Address:  City, State:       Zip: | | | |
| **Administration Office Hours:**  Mon       Tues       Wed       Thurs       Fri       Sat       Sun  What holidays does your agency close for? | | | |
| **Agency General Information Phone #:**       Fax #:       TDD/TTY #: | | | |
| **Agency Senior Executive** Name:       Title:  Phone:      Email: | | | |
| **Agency Primary Contact for 211**  This person will receive the 211 annual update request to confirm and/or update your agency’s information in the 211 database and will be contacted if there are questions about your agency’s information in the 211 database. To ensure the accuracy of referrals, agencies that do not respond to the annual update will be subject to removal.  **Name:**       **Title**:  **Phone**:       **Email**: | | | |

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| **PROGRAM INFORMATION**  **(Please submit one Program Information section per program)** | | |
| **Agency Name**: | | **Program Name**: |
| Is this program commonly known by another name or abbreviation? | | |
| **Program Website/URL**: | | |
| **Program Manager Name**: | | **Program Email Contact**: |
| **Program Description/Primary Services**  *Maximum of 100 words.*  *e.g. Offers parenting skill classes to parents struggling with managing misbehavior of their children at home or school.* |  | |
| **Intake Procedure**:  Walk-In   Call for appointment  Referral required from   Other: | | |
| **Documentation Required at Intake** (i.e. ID, SS card, Proof of Income etc.) Please specify: | | |
| **Program eligibility requirements:**  No restrictions or eligibility criteria.  Other:  *e.g. Must be parents with children under 18 years old.* | | **Residency requirement**:  No residency requirement  Must be a citizen of United States  Must be a Illinois resident  Must be a Lake County resident  Must be resident of specific city:  Must be resident of specific zip code: |
| **Fees** *(check all that apply)***:**  No Fee  Fees vary  Sliding Scale fee $  to $  based on  Set program fee $  per | | Accepts Medicaid  Accepts Medicare  Accepts most insurance  Membership fee $  per |
| **Program Hours:**  Mon  Tues  Wed  Thurs  Fri  Sat  Sun   Hours vary | | |
| **Language** - Service is available in:  English Spanish Other:   Interpreter Services Available for: | | |
| **PHONE NUMBERS** | | |
| **Main Program Phone #**:  Other Phone #:  Purpose of other phone (i.e. Afterhours 5pm-8am):  TDD/TTY Phone #: | | |

**Agency Name**:  **Program Name**:

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| **Program is offered at this location (“Site A”)** | |
| **Site Name:**  *e.g. Family Resource Center, Waukegan Site, Zion Clinic* | |
| **Physical Address**  Agency Physical Address:  City, State:       Zip: | Is this office:  A confidential location?  Yes /  No   Wheelchair accessible?  Yes /  No |
| **Mailing Address**   Same as above (if mailing address is different, add address below)  Agency Mailing Address:  City, State:       Zip: | |
| **Program is offered at this location (“Site B”)** | |
| **Site Name:** | |
| **Physical Address**  Agency Physical Address:  City, State:       Zip: | Is this office:  A confidential location?  Yes /  No   Wheelchair accessible?  Yes /  No |
| **Mailing Address**   Same as above (if mailing address is different, add address below)  Agency Mailing Address:  City, State:       Zip: | |
| **Program is offered at this location (“Site C”)** | |
| **Site Name:** | |
| **Physical Address**  Agency Physical Address:  City, State:       Zip: | Is this office:  A confidential location?  Yes /  No   Wheelchair accessible?  Yes /  No |
| **Mailing Address**   Same as above (if mailing address is different, add address below)  Agency Mailing Address:  City, State:       Zip: | |
| |  | | --- | | **\*\* Add information for additional physical locations as needed.** | | |

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| **SUBMITTED BY** |
| **NAME:       DATE:** |
| **TITLE:**    **EMAIL:       PHONE:** |

**Send the completed application by email to** [**211LakeCounty@icfs.org**](mailto:211LakeCounty@icfs.org)**.**