

**211 AGENCY APPLICATION**

Thank you very much for your interest in having your agency included in the 2-1-1 database. Please review this page for an overview of the application process and send us the completed application form by email for process.

The application consists of the three basic categories of information required:

**1. Agency Information:** The general information for your agency, including the main contact for updates.

**2.** **Site Information:** Sites are the physical locations at which services are delivered. If a location is confidential, please indicate this and the location will not be listed.

**3.** **Program Information:** Programs are the services your agency offers. Program information includes a description of the services, eligibility requirements, and contact information to connect with the service. Each Program should be linked to at least one Site listed in “Site Information” section.

Each year, your agency’s primary contact (identified in the Agency Information section of the application form) will receive an auto-verification email to confirm and/or update the accuracy of your agency’s information in the database. The recipient will be able to access the database through the verification link in the email, review the information related to your agency, and make any changes needed. Agencies that do not respond to the verification update will be subject to removal.

If you have any questions or need any assistance, please do not hesitate to contact us. We are looking forward to receiving your application.

Thank you!

211 Lake County

211lake@icfs.org

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| **AGENCY APPLICATION/UPDATE FOR 211 Lake** |
| **AGENCY INFORMATION** |
| **Inclusion Criteria** |
| Does your organization provide services that you believe are appropriate for inclusion in the 211 database, based on the 211 Lake County Inclusion/Exclusion Policy (available at www.211lake.org)?  [ ]  Yes [ ]  No |
| Have you been in operation for at least six months? [ ]  Yes [ ]  No |
| **Agency Information** |
| Agency Name:        |
| Is your agency also commonly known by another name or abbreviation:       |
| Parent Agency (If legally part of another organization, department, division, etc. please provide legal name):       |
| Agency Description (describe your agency in one or two sentences): *e.g. Nonprofit organization focused on supporting individuals with disabilities.* |       |
| Agency Type: [ ]  Nonprofit: If Yes, what is your tax designation? [ ]  501(c)3 [ ]  501(a) [ ]  No formal designation [ ]  Other:       [ ]  Government/Public [ ]  Religiously Affiliated Organization (No formal legal designation)[ ]  Membership Organization (No formal legal designation)[ ]  For Profit/Proprietary |
| **Agency Contact Information** |
| Agency Website/URL:       | Agency Email:       |
| Is this physical address: [ ]  Confidential location [ ]  Wheelchair accessible  | Agency Physical Address:       | City, State:       | Zip:       |
| Mailing Address [ ]  Same as above | Agency Mailing Address:       | City, State:      | Zip:      |
| Agency Administration Phone #:       | TDD/TTY #:       Fax #:       |
| **Agency Senior Executive** (Name & Title)  |       | Phone:      | Email:      |
| **Agency Primary Contact** for 2-1-1 Updates (Name & Title)  |       | Phone:      | Email:      |
| Administration Office Hours: Monday       Tuesday       Wednesday       Thursday       Friday       Saturday       Sunday       | What holidays does your agency close for?      |

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| **“SITE A” INFORMATION** |
| Site Name (This is the name of the physical location):      It can be specific – i.e. ABC Family Resource Center, or general – i.e. Clearlake Office |
| Is this physical address:  [ ]  Confidential Location [ ]  Wheelchair Accessible  | Physical/Street Address:      | City, State:      | Zip:      |
| Mailing Address [ ]  Same as above | Mailing Address:      | City, State:      | Zip:      |
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| **“SITE B” INFORMATION** |
| Site Name:        |
| Is this physical address:  [ ]  Confidential Location [ ]  Wheelchair Accessible  | Physical/Street Address:      | City, State:      | Zip:      |
| Mailing Address  [ ]  Same as above | Mailing Address:      | City, State:      | Zip:      |
| **“SITE C” INFORMATION** |
| Site Name:        |
| Is this physical address:  [ ]  Confidential Location [ ]  Wheelchair Accessible  | Physical/Street Address:      | City, State:      | Zip:      |
| Mailing Address [ ]  Same as above | Mailing Address:      | City, State:      | Zip:      |
| **“SITE D” INFORMATION** |
| Site Name:        |
| Is this physical address: [ ]  Confidential Location[ ]  Wheelchair Accessible | Physical/Street Address:      | City, State:      | Zip:      |
| Mailing Address [ ]  Same as above | Mailing Address:      | City, State:      | Zip:      |
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| **\*\* Add more SITE INFORMATION if needed.**  |

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| **PROGRAM INFORMATION****(Please submit one Program Information Page per program)** |
| Agency Name:       | Program Name:       |
| Is this program commonly known by another name or abbreviation?       |
| Program Website/URL:       | 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.* |       |
| Which sites/locations offer your program (matching Site Information on page 2)? [ ]  Site A [ ]  Site B [ ]  Site C [ ]  Site D [ ]  Other:        |
| Intake Procedure: [ ]  Apply by Phone [ ]  Walk-In [ ]  Call for Appointment [ ]  Referral Required [ ] Other:       |
| Documentation Required at Intake: (i.e. ID, SS card, Proof of Income etc.)       |
| Program eligibility requirements:      *e.g. Must be parents with children aged under 18.* Eligibility requirements based on residency (i.e. program only serves residents of a specific city)?      *e.g. Must be resident of City of XXX.* | Coverage Area: [ ]  United States[ ]  California[ ]  Specific County:      [ ]  Specific City only:      [ ]  Specific Zip Code only:       |
| Fees *(check all that apply)***:** [ ]  No Fee[ ]  Fees vary[ ]  Sliding Scale fee $       to $       based on      [ ]  Set program fee $        | [ ]  Accepts Medi-Cal[ ]  Accepts Medi-Care[ ]  Accepts most insurance[ ]  Membership fee $       per       |
| Program Hours: Monday       [ ]  Hours vary, please call for information Tuesday       Wednesday       Thursday       Friday       Saturday       Sunday       |
| Service is available in: [ ] English [ ] Spanish [ ] Other:       [ ]  Interpreter Services Available |
| **PHONE NUMBERS** |
| Main Program Phone #:      Other Phone # (if different from Main):       Purpose of other phone (i.e. Afterhours 5pm-8am):      Fax #:       TDD/TTY Phone #:       |

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| **SIGNATURE** |
| **I AUTHORIZE THE VERIFICATION OF THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND ACCURATE. I UNDERSTAND THAT IN ORDER TO KEEP 211 LAKE’S DATABASE ACCURATE AND UP TO DATE, AGENCIES ARE ASKED TO INFORM 211 LAKE OF CHANGES TO THE AGENCY’S OPERATIONS WITHIN 30 DAYS AND TO PROVIDE CURRENT INFORMATION DURING OUR ANNUAL UPDATE PERIOD. I HAVE READ AND UNDERSTOOD 211 Lake’S INCLUSION/EXCLUSION POLICY. APPLICATIONS/UPDATES WILL BE PROCESSED WITHIN 7 DAYS OF RECEIPT.** |
| **PRINT NAME:**  | **PHONE:**  |
| **TITLE:****DATE:** | **EMAIL:** |

***SUBMIT APPLICATIONS/UPDATES VIA EMAIL***

***OR CALL IF YOU HAVE QUESTIONS***

**(844) 547-3304**

**211lake@icfs.org** \* [**www.211Lake.org**](http://www.211ventura.org)