

TEMPLATE FOR DEVELOPING A LOCAL RESOURCE GUIDE

This template is based on the LIFT-DC Referral Catalogue developed for use with participants in their programs. It intends to facilitate a “warm referral” when referring a parent or family for services such as job training and education programs, housing assistance, health and basic needs, and any other service needs identified.

Knowing that most services are local in nature, we encourage you to review and revise your current resource guide, incorporating the best practices which have helped provide for smoother and more transparent referrals for parents.

Use these steps as a guide to revise your resource guide.

- 1. Identify the types of resources your parents may find most helpful as they participate in family-centered coaching.**
- 2. Visit the sites to meet the staff person who will be the point of contact, learn about the program and resources, and take photos of both the contact person and the building.**
- 3. Develop one-page information sheets on each resource, including the following:**
 - a. Services
 - b. Eligibility
 - c. Contact
 - d. Ways to Connect (This includes walk-in hours and specific hours for orientation/intake. Include a photo of the building so parents can see exactly where they are going.)
 - e. Program Spotlight (This is an opportunity to highlight a program of particular interest to your participants. It can feature a logo and one or two lines of description.)
 - f. Staff Spotlight (This is a place to have a picture of a key staff person who your participants may be most likely to interact with and a one-line description of the program they are with.)

