



HandsOn Battle Creek 2-1-1 Agency Information Form

Serving Barry, Calhoun, Ionia, Montcalm and St. Joseph



Agency Information:

Organizations Legal Name: _____

Program Information

(Complete this page for each program that your agency provides. You must have at least one Program page completed, but there is no limit to the number submitted, however, programs must meet our Inclusion policy. Please contact us with any questions.)

Program Name: _____

Also Known As or AKA Name: _____

Program/Service Description (a specific description of the service being provided): _____

Is this program available at all locations? _____ **If not, at which locations is it available?** _____

Program Contact Name: _____ **Title:** _____

Intake Phone: _____ **Other program contact information:** _____

Who is eligible for this Program? _____

How can someone apply for the program? Walk-in? Call? Is an appointment required? Please describe: _____

What documentation is required (Valid Picture ID, proof of income, etc.): _____

Fees: _____

Method of Payment (cash, check, credit card, etc.): _____

Languages Offered (other than English): _____

Additional Information

Thank you for taking the time to provide us with your information!

Form completed by: _____ Title: _____

Telephone Number: _____ Date Completed: _____

Annual Survey Contact:

HandsOn 2-1-1 will contact your agency on an annual basis to ensure that the information within our database is correct. Please identify who the best contact would be to complete this survey.

Contact Name: _____ Title: _____

Telephone Number: _____ Email: _____

Preferred method of contact:

Mail Email Review Information over the Phone

Please return this information to HandsOn 2-1-1 through any of the following methods:

Email: Jamie@handsonbc.org

Fax: 269-966-4194

Mail: HandsOn Battle Creek
c/o 2-1-1 Database Manager
34 West Jackson Street, Suite 4A
Battle Creek, MI 49017

For any questions or comments, please contact Jamie Rugg at 269-788-1136 or Jamie@handsonbc.org.

HandsOn 2-1-1 reserves the right to edit information for brevity, clarity or content.

Information provided may be published in a variety of media subject to confidentiality issues.

For Administrative Use Only

Date info taken: _____ Staff/Volunteer receiving info: _____

Date entered into database: _____ Entered By: _____