Creating a Referral System Information Sheet

THE REFERRAL SYSTEM information sheets are critical to the 'warm hand-off' for the one-stop center referral process. Please follow these instructions to ensure they are current, accurate and useful for frontline staff. Sign in to the 'Training Providers' portal at jobs.utah.gov to get started.

1. Enter full name of the program. Consider including the acronym if it is widely used.

2. Upload your organization or program logo.

3. Enter a brief, high-level description of the program. Limit to one to three sentences.

4. Provide a list of the program's services. A bulleted list is a good way to do this. Focus on clear and specific information that will be useful to one-stop center staff and partners.

5. Explain the eligibility criteria using a bulleted list or short paragraph. It is important that partners understand the program eligibility criteria so they can refer people appropriately. If everyone is eligible, please state that, rather than leaving the section blank.

6. Describe the process people should use when referred to the program. Include alternate processes, if they are available, e.g., processes for people who may need extra assistance.

7. Enter the contact information for the best person for staff or customers to contact with questions.

8. The 'Notes' section is available for important information not covered in the other sections, including links to web pages or brochures.

9. Make sure you update the sheet when program information or contacts change. The date the information sheet was last updated is found at the bottom of the page.