

New DPN Agency Contact List

As a new DPN please contact the following agencies and introduce yourself to them. Please try to schedule a time to meet with a representative from these agencies to conduct an informational interview to gather information about the services that they provide for persons with disabilities and to the general public.

Try to gather information that will help you be able to coordinate services between these agencies and the customers that the workforce center will be serving. Some of the information you will want to learn is:

- What services are offered?
- What are the eligibility requirements?
- What are the hours of operation?
- When are applications accepted?
- What limitations are there on services?
- Is there a waiting list for services?
- How long does it take for an applicant for services to be determined eligible or ineligible?
- How does the agency prefer customers contact them?
- How would the agency like to handle the referral of customers between the workforce center and them?
- Does the agency have any regulations around the sharing of information or is a release of information required?
- Does the agency have any current memorandums of understanding between it and the workforce center?
- Who is the person that you or the workforce center can contact at this agency when you need to refer customers?

From these contacts please begin creating a local resource referral list that you can share with the staff of the workforce center and the customers of the workforce center. This list should include the agency name, contact information, what services are provided, and how a customer can apply for services.

Agencies to Contact:

Workforce Center - Gather information about these workforce center programs: Youth Program Director, Adult Services Director, WIA Program Manager, Resource Room Manager, and Veteran's Services Representatives.

Department of Human Services/Social Services - Gather information about the following programs:

Medicaid
Food Stamps
Temporary Assistance to Needy Families

4/22/09

University of Colorado Denver



Low Income Energy Assistance Program

Community Centered Board - The agency that provides services to persons with developmental disabilities in your community.

Division of Vocational Rehabilitation

Housing Department and Homeless Shelters

Local Schools' Special Education Departments to determine their activities with transition age youth.

Social Security Administration - Gather information about the following positions and programs:

- Local Area Office Contact
- Area Work Incentive Coordinator (AWIC)
- Local Work Incentive Liaisons (WIL)
- Medicare
- PASS Cadre

Agencies in your community that provide job training and placement for persons with disabilities including - Goodwill, Cerebral Palsy of Colorado, The ARC, and others

WIPA Staff and Community Work Incentive Coordinator (CWIC) -
Employment Works – Community Work Incentive Coordinator (CWIC)
CP of Colorado
801 Yosemite Street
Denver, CO 80230
1-303-691-9339

Transportation Assistance for persons with disabilities

Legal service/advocacy agencies

Faith Based agencies that provide assistance

Colorado Unemployment Benefits

Mental Health Agencies