



Lex-Care Social Worker Referral Instructions

PLEASE KEEP IN MIND THAT THE AVERAGE LEX-CARE REFERRAL CAN TAKE 4 WEEKS TO COMPLETE.

1. The referral source **MUST** be a Lex-Care member and a representative of a social service agency or religious organization. Membership applications may be found on the website and submitted along with the referral.
 2. The referring social worker (not the client) fills out the application/intake form, describing the need in detail. The client and a witness (preferably the referring social worker) sign the Release Form. The referring social worker must sign that they are willing to do any necessary follow-up.
 3. The social worker then e-mails or faxes the completed application. The signed release form is faxed to Lex-Care (fax # 859.422.5993).
 4. The Lex-Care Coordinator reviews the applications for completion. **If the application is not complete**, the referral will not be processed. Make sure to provide required documentation. Typical required documentation includes:
 - *completed intake form
 - *signed release form
 - *copy of bill to be paid
- Other documentation may be needed on a case-by-case basis. For example, if the client is in need due to a medical condition we like to get a statement from a medical professional verifying the situation.
5. Completed applications are sent to the writer on Friday for the column to be printed 12 days later. The column writer then writes a small scenario based on the information on the intake form. Sometimes she may have to call the referring social worker for more details.
 6. After the story appears in the paper, readers may send donations to Lex-Care in response to the column.
 7. Most of the time the public response is enough to meet the need. However, there will be times that the need is not met. If the assistance available / provided is not enough to meet the actual bill, the referral source must show proof that funds can be obtained from additional resources in order for the Lex-Care funds to be released.
 8. The Coordinator will notify the referral source of the response from the column and what assistance can be provided. The Coordinator also verifies the need one last time with the appropriate vendor prior to providing assistance.
 9. Clients are eligible for up to \$750 in a five year period.