



First Responder and Healthcare Worker Referral Program Guidelines

Thank you for your patience, flexibility and assistance in making this program a success. As we continue to move forward with extending funding to the children of first responders and healthcare workers, there are some important points that you should know. Please feel free to share these steps and contact information with qualifying parents from your centers.

- The referral form must be distributed from the Coalition to the HR professional or authorized representative at the parent's employer.
- The HR professional or authorized representative must complete the top section (employer information), and Section B (eligibility) for the form to be accepted.
- The completed referral form must be submitted to referrals@elcnwf.org by the HR professional or authorized representative. The checklist provided by OEL states that the parent must create a profile in our online portal and submit an application there. **We do not want the parent to do this as it could delay the process.**
- We cannot extend funding from the program to any parents without the referral form from their employer. A letter will not suffice.

Please continue to direct qualifying parents to the coalition with questions about the program. You may submit their information through the redline OR have them contact the Communications and CCR&R department at 850-747-5400 ext. 108 or ext. 117. Parents may also email the team directly at kimberly.mickey@elcnwf.org or tevis.page@elcnwf.org.

PHONE: (850) 747-5400 FAX: (850) 747-5450 TOLL FREE: 1-866-277-9077 WWW.ELCNWF.ORG

