



## **Katy Responds (KR) Referral Process**

Referrals to Katy Responds (KR) can come from various sources, including:

- Churches**
- Partnering Organizations**
- Grants**
- Individuals**
- Direct emails from prospective clients**

### ***Referral Submission***

Referrals can be sent to any KR team member but must be submitted via email to the Client Coordinator (CC).

If sending a referral to the Construction Coordinator (CCo) instead of directly connecting the referral to the Client Coordinator, provide the following information:

- Client Name**
- Address**
- Phone Number**
- Email**
- List of Needs** (e.g., Disaster Recovery, Empower, Age in Grace)
- Photos** (helpful but not required)

### ***Client Coordinator (CC) Responsibilities***

Once a referral is received, the CC:

- Schedules an appointment** with the prospective client to assess if they are a good fit for KR.



**Collects the following documents:**

KR Application

Income documents for all household members over 18

Tax Documents (retrievable by CC)

Home Ownership Verification (retrievable by CC in CADS)

Client's Story (including a photo)

This process ensures that referrals are properly documented and assessed before moving forward with assistance.