

Purpose of form

Form 04AF014E is used to obtain reference information from a school official regarding the resource applicant(s) ability and willingness to meet their own school-age child's educational needs. This information is used as part of the assessment process in making a decision about approving applicants to provide resource services. The form is mailed to school officials for each school-age child or used as a guide to conduct phone or face-to-face interviews.

Instructions

The applicant(s) provides the resource specialist with the name of the school official to be contacted. OKDHS or contract representative completes the information regarding the child and applicant(s) on page 1 and page 2 to inform the school official how to contact the representative. When it is used as a guide, the representative records the information provided by the reference, dates, and signs the form.

Routing

Original - resource record