

**Provider/Community Referral to Welfare Law Unit, GBLS, during COVID Crisis  
for advice or help relating to DTA benefits and EEC child care benefits.**

During the COVID-19 crisis, please use these procedures to refer clients.

**\* Please contact us with whatever information you have immediately available. Getting it to us quickly really helps. Options for contacting us are:**

- 1. Fill in whatever information you have and fax this form to (617) 249-1730 OR email it to [Welfare-Help@gbls.org](mailto:Welfare-Help@gbls.org).**
- 2. If you can't use the form, put the information in an email to [Welfare-Help@gbls.org](mailto:Welfare-Help@gbls.org) .**
- 3. If you can't fax or email us quickly, you or the client may call our unit directly at (617) 603-1806 to leave a voice mail message. Please leave us the phone number at which you or the client can be reached. The Unit Secretary or an advocate will return the call as soon as possible.**

If you are with the client and the client agrees, please include a signed DTA Consent to Release Information and any papers the client has with her from DTA or relating to child care benefits. Please do not bother with this otherwise!

Date \_\_\_\_\_ Your name (and organization, if any) \_\_\_\_\_ Your phone \_\_\_\_\_

Your email \_\_\_\_\_ OK to text you? Yes / no / only when critical (If so, provide cell.)

Client's: Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

OK to text client? Yes / no / only when critical (If so, provide cell.)

**\* Please don't block calls, we'll be calling you from our cell phones.**

Note any safety measures needed for contacting client: \_\_\_\_\_

Note any disability accommodations needed: \_\_\_\_\_

Client's main language \_\_\_\_\_ Fluent in English? \_\_\_Yes / \_\_\_No / \_\_\_Not sure

Client's Address: \_\_\_\_\_

If in shelter, which: \_\_\_\_\_ Gender/gender identity: \_\_\_\_\_

Citizenship: US \_\_\_ Legal Permanent Resident ("green card") \_\_\_ Other: \_\_\_

Race/Ethnicity: \_\_\_\_\_ D.O.B. \_\_\_\_\_ SSN (only last 4 digits **unless sending by fax**): \_\_\_\_\_

**Please explain whatever you know about the client's questions or problem with DTA benefits or child care benefits (including any deadlines):**