[YOUR LOGO HERE]

**Instructions for Electronic Referral**

**\*\* If the request is for an emergency interview please call our office, you do not need to complete this form.**

1. Navigate to the CAC Manager Case Referral Form: referral.cacmanager.com
2. Complete the five sections of the form - Note that you may type directly into any box without using the drop down menu.
3. In the comments section make sure to include the following:

* short description of the allegation
* information regarding any special needs of child
* scheduling requests or limitations

1. When completing your contact information, use the most direct telephone number where you can be reached.
2. Be sure to enter a valid email address for the “Child Advocacy Email Address”:

* [Your Center Name] — email.address@domain

If you do not get a confirmation from us that we received your referral or if you have any have questions, please contact our office.

[Center Name] | [Center Telephone Number

[Center Address] • [City], [State] [Zip Code]

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