

When reaching out to Access for any casework request, submit the below information via email to open a case.

Remember to hit the “Reply All” button when sending your emails to caseworker@accessofwestmichigan.org

CASEWORK INQUIRIES

Please include all when sending a casework inquiry

1. First and Last Name
2. Date of Birth
3. Last four of the SOC
4. Home address
5. Telephone number
6. Description of the need and the amount requested (if intake is not attached)

DECISION TO ASSIST

Please include all when confirming your decision to financially assist the neighbor

1. Please state that Access may release the funds along with the amount you would like Access to send on your behalf
2. To whom the check is being made out to
3. The address to which the check should be sent
4. Add any account numbers for which the check is being mailed out for
5. If the case is focused on a security deposit or first month’s rent, send the new address the neighbor is moving to

EXAMPLE OF FUND RELEASE

Our church (name of church) authorizes Access to release (dollar amount) to (entity to whom the check is to be made out to) and send to (address payment is to be sent to) for (name and address of neighbor in need) for (need, ex. rent, gas, electric, etc....) for (acct number)

***Please allow 24-48 hours for Access caseworkers email or phone response time**