

Workforce and community resource contact plan

Turn a resource search into a clear, low-information first contact. Verify the provider, ask what is available, and keep a simple record of the next step without adding private details.

01 Set your direction

Support or opportunity I am seeking

Target contact date

Provider public page or directory source and date checked

02 Prepare a useful first inquiry

Confirm availability and requirements with the provider. A listing or referral does not establish eligibility or a guaranteed place.

Provider, service, and verified contact route

My question and what I need to confirm

03 Check before you act

- ☐ I verified the provider and its official contact route.
- ☐ I will ask about eligibility, availability, costs, and timing.
- ☐ I will ask how to submit any required documents securely.
- ☐ I will share only what is necessary through a verified route.

My opening inquiry in one or two sentences

A useful opener: I am looking for [service]. Is it currently available, what are the requirements, and what is the next step?

Your next three actions

Write a specific step, give it an owner and due date, and decide what evidence will show it is done. Keep sources and references short and public-safe.

1 Verify one provider and the service I need

Owner**Due date****Completion evidence or source reference**

2 Make one focused inquiry through the official route

Owner**Due date****Completion evidence or source reference**

3 Record the result and set a follow-up

Owner**Due date****Completion evidence or source reference**

04 Review and decide

Review date**What did the provider confirm, and what is still pending?**☐ Done☐ Adjust the plan☐ Verify or follow up**My next contact or alternative resource to check**

CONTINUE WITH NAVIGATOR

Explore community resources | <https://navigator.riddickandcollc.com/resources>

Explore training options | <https://navigator.riddickandcollc.com/training>

Open the optional member lab | <https://navigator.riddickandcollc.com/account#lab>

Reopen this resource path: <https://navigator.riddickandcollc.com/resources/plans?goal=support>

Blank planning worksheet. Fill locally; do not enter confidential information. Download before editing; PDF viewer support varies.