



Dear friend,

Thank you for seeking educational assessment services for an individual currently served through your agency! **LinkED** (The Learning Center of North Texas) is thrilled that your organization wishes to partner with us to provide partial funding for diagnostic testing through a grant recently provided by **The Ryan Foundation!** **Due to tremendous response for grant subsidized financial assistance in the past few years, we have revised our qualification guidelines for grant assistance.**

Please note that grant recipients *must* receive financial assistance or free services from your organization in order to qualify for these funds.

Unfortunately, tuition discounts and/or scholarships no longer qualify for funding through this program.

Please consider the following when completing each referral:

- The agency representative is responsible for completing the attached ***Statement of Financial Need*** document for the individual needing testing. *This form is not to be sent home to the parent/guardian but is completed by the referring agency and serves as documentation for evidence of financial need for the grant.* Complete a separate Statement of Financial Need form for each referral. ***Be sure to obtain the parent/guardian consent to refer the individual for diagnostic testing and sign indicating that you are authorized to share the family's financial information.***
- Collaborate with the client's parent/guardian to complete the ***Nonprofit Referral form*** as thoroughly as possible. Keep in mind the client's greatest areas of educational need when completing the form. Also complete all YES/NO questions on the form and provide additional information in the box if needed. *A preponderance of YES answers on this form can indicate a greater need for testing - therefore, any additional information can be helpful to the diagnostician.* Please include any relevant information regarding hearing or vision. ***In addition to the referral, any prior testing information will need to be reviewed by the diagnostician – parent consent is required to share this testing information.***

- Please be sure to include the name and number for the person from your organization who will serve as the point of contact with LinkED.
- When the referral is complete, please scan and email all forms back to me. These forms are necessary for consideration for testing services. ***If your organization only wishes to complete the SOFN, the parent can call our office at #817-336-0808 and we will assist them in completing the referral.***
- If you need to refer multiple candidates for testing, be sure to send one referral at a time and prioritize candidates based upon their level of need.
- Once the referral is approved, the Client Service Coordinator from **LinkED** will email the parent/guardian to indicate that the referral has been received. ***The parent must then call LinkED to schedule the testing session.***
- We ask that your agency or the parent collaborate with us to ensure transportation for the evaluation candidate on the day of testing. In certain situations, we *may* be able to arrange for the testing to take place at your facility.
- Testing results will be available *two to three weeks* after the testing session. **LinkED** will also partner with your organization to provide assessment information and recommendations to educational service providers for the evaluated client. Sharing of this information will require consent from the parent.

Again, thank you for your willingness to participate in this critical funding program. ***LinkED believes that the changes this year in qualification criteria will allow us to reach more families with financial need in our community.*** Together, we can make a difference for many individuals in our community in need of education testing and support services.

Regards,

Lloyd Day, Executive Director
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