



Basic Needs
Internal Procedures



Relief/ Support
Tailored plan/ services
will be identified



Intake
BN team member will
meet w/ student



Referral
student/ staff/
community member

Process

Everything starts with a simple electronic referral. Upon submission, a Basic Needs team member will review it and schedule the student for an appointment.

In the appointment an intake process will occur. Based on this, the team will create a plan, which can include, immediate aid, referrals, and follow-ups.



**Basic Needs
Referral Form**