



# CAN Application Checklist

Please submit the following with your participation application. Your application is not complete without each of these items and will not be processed until CAN receives them all.

- Participation Agreement- Please list the Agency's name on each page, along with the initials of the agency representative that is signing the agreement. Please also be sure there is a full signature, agency name, and date on page 10. Your application cannot be processed without this signature.
- Please complete the Resource Database Agency Profile Form. This form will be used to create your agency's profile in our resource database and designates your agency's Point of Contact.
- If your agency would like access to the Resource Database only, please check this circle O
- Please submit your agency's IRS exemption determination letter.
- What is your agency's tax ID number? \_\_\_\_\_
- Please submit the name and contact information from current CAN Participating Agencies with which yours is collaborating  
Agency 1 \_\_\_\_\_ Contact \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Contact's e-mail \_\_\_\_\_  
Agency 2 \_\_\_\_\_ Contact \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Contact's e-mail \_\_\_\_\_
- Operational FEMA VAL \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_
- State or Local VOAD Name \_\_\_\_\_ Contact \_\_\_\_\_  
Phone(\_\_\_\_) \_\_\_\_\_ e-mail \_\_\_\_\_

In order to be registered for CAN, all caseworkers must accomplish both steps of a 2-step process. They have to both register online, and send in their Caseworkers Confidentiality form. Without completing these 2 steps, Caseworkers will not get access to CAN. Their account will be activated within three (3) business days of agency approval.

- Caseworker Confidentiality agreement(s) for current case managers who you anticipate will be using CAN.
- Case managers have to register online at [www.can.org](http://www.can.org).
- Case managers should take the CAN client registry training while awaiting agency approval. More information on the training can be obtained at [www.can.org/training.htm](http://www.can.org/training.htm).

Once CAN receives this documentation, we will verify your request by answering the following questions. This typically takes about a week. If CAN requires additional information, CAN will contact your designated Point of Contact.

**Do not write below this line -----CAN use only**

- Does the agency have its own 501(c)3, non-profit status?
- Is the agency providing disaster case management?
- Does the agency hire paid case managers or oversee volunteer case managers?
- Does the agency collaborate with other agencies to provide disaster case management?

Please visit [www.can.org](http://www.can.org) for more information, to register for training, or to complete your online registration.  
Questions? Contact [support@can.org](mailto:support@can.org).