



## Van Buren DHHS In House Operating Procedures (I.H.O.P)



**Subject:** Community Resource Plan, Van Buren County

**Date:** 7/19/2016

**Person Responsible:** Community Resource Coordinator, Niki Handy, Leesa Haist, Program Manager

**Review Date:** N/A

**Source:** Practice Spotlight Exercise: Community Resource Plan July 2016.

**Units Affected:** All Staff and Managers

**Training Potential:** All Staff and Managers

**Objective:** The purpose procedure is to ensure staff are aware of the services and resources available within MDHHS and in the community and that there is a plan to train staff, update the resource guide and institute specific engagements with community stakeholders to ensure staff are comfortable referring clients or reaching out to solicit additional information on service offerings

### **Training and Familiarization of Staff with the Community Resource Plan**

Supervisors will present and distribute the Community Partner Resource List to all workers during unit meetings. Any employee that misses their unit meeting will receive their Community Resource Partner list and any applicable training during their monthly conference with their supervisor. The Community Partner Resource List is attached to this procedure and available to all staff in the policy folder under Local Office Procedures

### **Updating the Community Resource Plan**

The Community Resource Partner List will be updated on an ongoing and as needed basis by the Community Resource Coordinator with input from the Supervisors, PAFC Providers, Community Agencies and Staff. The list will be completely updated every year no later than August. Each September, the list will then be presented and distributed by supervisors at their unit meetings. For new and transfer staff to our county, the Community Partner Resource List will be a part of their orientation. It will be given to them by their supervisor along with any applicable training and working knowledge of specific services in the community

### **Engagement with Local Service or Resource Organizations**

Various engagement activities with local service or resource organizations will occur in order to learn more about the resources available. These activities will include the following: An Annual Services Provider Fair, Provider's invited to staff meeting for presentations of new programs, information and resources. Provider driven trainings is specific service areas. The Community Resource Coordinator, with support from the supervisors, will keep track of all provider engagement activities and who was in attendance to ensure that all engagement activities are completed each year. Any activities that qualify as training will be tracked and shared with the Van Buren DHHS Training Coordinator



**ABUSE-VIOLENCE-NEGLECT**

Adult Protective Services  
Van Buren Dept. of Health & Human Services  
57150 CR 681  
Hartford MI  
269-621-2800 Centralized Intake (855) 444-3911

Children's Protective Services  
Van Buren Dept. of Health & Human Services  
57150 CR 681  
Hartford MI  
269-621-2800 Centralized Intake (855) 444-3911

Domestic Violence Coalition  
303 Paw Paw St.  
Paw Paw MI  
269-655-9008 After hours: 888-655-9008

**ADULT EDUCATION**

Bangor Community Education  
12 N Walnut St  
Bangor MI  
269-427-6800 ext. 2100

Hartford Adult/Alternative & Community Education  
115 School Street  
Hartford MI  
269-621-7143 or 269-621-7139

Hartford Teen Parent & Adult Education Program  
269-621-2441

Kinexus/Michigan Works  
32849 Red Arrow  
Paw Paw MI  
269-657-7014 or 800-533-5800

Michigan State University Extension  
219 East Paw Paw St. Suite 201  
Paw Paw MI  
269-657-8213

Teen HOPE-Parent Resource Center  
901 South Bailey Ave Suite 1  
South Haven MI  
269-872-3172  
Telamon Corp  
Financial Education Workshops &  
Homebuyer Education  
32849 Red Arrow  
Paw Paw MI  
269-245-2300 ext. 2

Paw Paw Community Education Adult Ed.  
555 Cedar Street  
Paw Paw MI  
269-657-8831

### **ALCOHOL-SUBSTANCE ABUSE**

AA Western Michigan  
Help Line: 269-349-4410

Family Treatment Court  
212 E Paw Paw St Ste 201  
Paw Paw MI  
269-657-8218

Forensic Fluids Laboratories  
225 Parsons St  
Kalamazoo MI  
866-492-2517

Maple View Consultation Center PC  
181 West Michigan Ave  
Paw Paw MI  
269-657-6025

Van Buren/Cass County Health Department  
57418 CR 681  
Hartford MI  
269-621-3143

### **CHILDREN-FAMILIES**

Family Empowerment Program  
490 S Paw Paw Street  
Lawrence MI  
269-657-7626

Families First-Bethany Christian Services  
6687 Seeco Drive

Kalamazoo MI  
616-254-7717

Tri County Head Start  
775 Hazen St.  
Paw Paw MI  
800-792-0366

Van Buren Intermediate School District (Early On, Project find, Family Links, Pre-school & Migrant Services)  
701 S. Paw Paw St  
Lawrence MI  
269-674-8091

**CLOTHING-HOUSEHOLD GOODS**

Decatur Human Services Clothing Center  
207 E. Delaware St  
Decatur MI  
Mon-Wed 9-12:00pm (\$1 per bag donation)  
269-423-9958

Neighbor to Neighbor (furniture, household items, food, clothing) Serving Van Buren County  
9147 US Highway 31  
Berrien Springs MI  
Open on Tuesday & Thursday 10-4:30pm  
269-471-7411

**COUNSELING-MENTAL HEALTH SERVICES**

Associated Therapy Consultants, PC  
181 W Michigan Ave Ste 2  
Paw Paw MI  
269-657-2880

Battle Creek Counseling Associates  
Dr. Randall Haugen  
211 Capital Ave  
Battle Creek MI  
269-962-2722

Bridges of Courage Counseling  
1469 Pipestone Road  
Bangor MI  
269-944-9274

Gloria Gillespie  
269-983-5885

Kelly Ellis  
71901 County Road 388  
South Haven MI 269-214-1234

Life Focus Mental Health Assessment & Treatment  
2525 E Paris Ave SE  
Grand Rapids MI 49546  
616-451-2777

Lifeworks Center  
Dr. Paul Kitchen  
620 Broad St Ste 202  
St Joseph MI  
269-982-0344

Marilyn Christensen, LLP, NCP  
304 W Michigan Ave  
Paw Paw MI  
269-655-6740

New Outlook  
57150 CR 681  
Hartford MI  
269-621-2800 or 24-Hour Crisis Line 269-207-5063

Secure Counseling and Psychological Services  
220 S. Broadway St  
Hastings, MI 49058  
269-945-8730

Van Buren Co Community Mental Health  
801 Hazen St.  
Paw Paw MI  
269-657-5574 or 269-621-6251 or 24 hour crisis: 800-922-1418

Victory Counseling Services  
185 E Main St Ste 402  
Benton Harbor MI  
269-925-8222

**CRISIS-EMERGENCY-DISASTER RELIEF/ENERGY SERVICES**

EmPower/True North  
855-300-8013 or 231-355-5880

Gryphon Place/211  
269-381-4357 or 211

Red Cross - Berrien/Van Buren Chapter  
303 Riverview Drive  
Benton Harbor MI  
269-621-6456

Salvation Army  
233 Michigan St.  
Benton Harbor MI  
269-927-0402

Southwest Community Action Agency  
185 East Main St. #200  
Benton Harbor MI  
800-334-7670  
Or 57150 CR 681  
Hartford MI  
269-925-9077

United Christian Services  
600 E Michigan Ave  
Paw Paw MI  
269-657-6500

We Care INC. (South Haven, Covert, Glenn, Lacota)  
06321 Blue Star Hwy  
South Haven MI 49090  
269-637-4342

We Care INC. (Bangor, Breedsville, Grand Junction)  
214 Walnut St.  
Bangor MI  
269-427-9581

### **EMPLOYMENT SERVICES**

Michigan Works! Employment Services  
32849 Red Arrow Hwy  
Paw Paw MI  
269-657-7014

### **FOOD PANTRIES**

Bloomingtondale Christian Church (Bloomingtondale area residents)  
208 E. Pine St.  
Bloomingtondale MI  
Friday by appt.  
269 521-7666

Cooperating Ministries Food Pantry (Keeler Township and Hartford residents)  
425 East Main St  
Hartford MI 49057  
Thursday 4-7pm  
269-621-4103

Decatur Human Services (Decatur and Hamilton residents)  
102 S. Phelps  
Decatur MI 269-423-6474

Eleanor's Pantry (Paw Paw and Lawton residents)  
221 Drew St  
Paw Paw MI  
Mon & Fri 10-1pm Tues-Thurs 3-6pm  
269-415-0444

Gobles-Kendall Area Ministerial Association (residents north of M-43 in Bloomingdale, Gobles, Kendall)  
210 S. Exchange St.  
Gobles MI  
Saturday 9-11am  
269-628-4882

Lawrence United Methodist Church  
122 South Exchange St  
Lawrence MI  
Wednesday 9:30-12p, 6-7p or by appt.  
269-674-8381

Southwest Michigan Community Action Agency  
185 E. Main Ste 200  
Benton Harbor, MI  
800-334-7670 or 269-925-9077  
Or 57150 CR 681  
Hartford MI  
269-925-9077

Mattawan Area Pantry (Mattawan school district residents)  
23680 Front St  
Mattawan MI  
1<sup>st</sup> & 3<sup>rd</sup> Saturday of the month 10-12p or by appt.  
269-348-5596

Sacred Heart Catholic Church (Bangor, Grand Junction, Bloomingdale, Breedsville residents)  
201 South Walnut St  
Bangor MI  
Thursday 1-4p  
269-427-7514

St John Bosco Church (Mattawan residents)  
23830 Front Ave  
Mattawan MI  
Call for appt.  
269-668-3312

We Care INC. (Covert and South Haven residents)  
06321 Blue Star Hwy  
South Haven MI 49090  
M-F 9:30-12p  
269-637-4342

We Care INC. (Bangor residents)  
214 Walnut St.  
Bangor MI  
Mon, Tues, Thurs, Fri 9:30-12p  
269-427-9581

### **HEALTH CARE RESOURCES**

Disability Network of Southwest Michigan  
517 East Crosstown Parkway.  
Kalamazoo MI  
269-345-1516

Intercare  
308 Charles St  
Bangor MI  
269-427-7967

Planned Parenthood  
4201 West Michigan Ave  
Kalamazoo MI  
800-559-9093 or 269-372-1200

Van Buren Co Health Department  
57418 CR 681  
Hartford MI 49057  
269-621-3143  
Dental Clinics: Hartford 800-210-1921, Mattawan 855-668-1200, Dowagiac 888-782-0064

WIC Program  
181 W. Michigan Ste 5  
Paw Paw MI  
269-655-8900

WIC Program- InterCare  
308 Charles St.  
Bangor MI  
269-427-7914 or 855-869-6900

### **HOUSING ASSISTANCE**

Habitat for Humanity - Van Buren County  
56633 M-43  
Bangor MI  
269-302-0211

Housing Resources  
Hartford MI  
269-330-4556



Michigan State Housing Development Authority (MSHDA) Serving Van Buren County  
Portage MI  
269-343-7230

Rural Development-USDA (Home loan & repairs- must own home & meet low income eligibility)  
1035 E. Michigan Ave Ste A  
Paw Paw MI 269-657-7055  
Southwest Community Action Agency  
185 E. Main Ste 200  
Benton Harbor MI 49022 800-334-7670 or 269-925-9077  
Or 57150 CR 681 Hartford MI 269-925-9077

### **LEGAL SERVICES**

Farmworker Legal Services  
3030 South 9th St, Suite 1A  
Kalamazoo MI 269-492-7190 or 800-968-4046

Friend of the Court  
219 E Paw Paw St  
Paw Paw MI 269-657-7734

Immigration Assistance Program – Diocese of Kalamazoo  
215 N Westnedge Ave Kalamazoo MI 269-385-1019

Legal Aid of Southwestern Michigan  
201 W. Kalamazoo Ave. Ste. 308  
Kalamazoo MI 800-819-0773

Michigan Migrant Legal Assistance Project-MMLAP  
1104 Fuller Ave NE  
Grand Rapids MI 616-454-5055 or 800-418-3390

Senior Law Center (Serving Berrien, Cass, & Van Buren)  
1109 Bell Rd.  
Niles MI 888-783-8190

### **SENIOR SERVICES**

Area Agency on Aging (Serving Berrien, Cass & Van Buren)  
2900 Lakeview Ave.  
St. Joseph MI 800-422-2803

Meals on Wheels  
540 Williams St.  
South Haven MI 269-906-0469

Senior Law Center (Serving Berrien, Cass, & Van Buren)  
1109 Bell Rd.  
Niles MI 888-783-8190

Senior Services-Paw Paw  
37458 W. Red Arrow Hwy.  
Paw Paw MI 269-655-8000 or 888-899-8687

Senior Services-South Haven  
220 Broadway St.  
South Haven MI 269-637-3607

### **SHELTERS**

Decatur Family Shelter-Southwest Mich. Comm. Action Agency  
210 E. Delaware  
Decatur MI 269-605-4526

Domestic & Sexual Abuse Services  
800-828-2023

The Salvation Army (Serves Berrien, Cass & Van Buren Counties)  
233 Michigan St.  
Benton Harbor MI 269-927-1353 (office) or 269-927-0414 (shelter)

### **TRANSPORTATION**

Van Buren Public Transit  
610 David Walton Drive  
Bangor MI 49013 269-427-7921

### **VETERAN'S SERVICES**

Disabled Veterans Outreach Program-Workforce Development Agency  
Located in Kinexus / Michigan Works  
32849 Red Arrow  
Paw Paw MI 269-657-7014 ext. 1265

Veteran's Affairs Office  
801 Hazen St.  
Paw Paw MI 269-657-7376

Michigan Veteran Resource Center  
800-MICH-VET

Services to Armed Forces-American Red Cross  
877-272-7337