**HCF Service Region Worksheet**

This worksheet will help applicants prepare the submission of the Service Region Form on WizeHive. The submission format will look different on the online portal, however the chart provided below may help your data collection process.

Your organization will be asked to provide two sets of data for each zip code. The first should list the types of programs/services you provide to individuals from that zip code, along with the total served within each program/service. The second should list the total number of unduplicated individuals from within that zip code. Examples provided below.

1. List the types of programs/services you provide to individuals from the corresponding zip code, along with the total number served within each program/service.
	1. *EG format:* Program/Service Category - # served in that category

*EG:* Public benefits enrollment–560; Housing assistance–140; Education–130; Behavioral health–100.

This example indicates that you provide 4 programs to individuals in that one zip code, with 560 individuals receiving assistance to enroll in public benefits (SNAP, WIC, Medicaid, etc.); 140 in housing assistance services; 130 attend health education programs or workshops; and 100 receive behavioral/mental health supports.

1. List the total number of unduplicated individuals served by your organization from the corresponding zip code.
	1. *Example format, using the above example:* 700

Let’s say individuals primarily come to your agency either to enroll in public benefits or to receive housing assistance (but not both). Those who attend educational programs or receive behavioral health services do so through one of the first two programs. The total unduplicated number served is 560 + 140 = 700. You would not count the individuals who attend education programs or receive behavioral health services, because they would already be counted through benefits enrollment or housing assistance.

Please use data from the most recently completed fiscal year. You will be asked to enter data for each zip code in the HCF region (if not applicable to your organization, enter ‘0’). If available, please use the zip code(s) of where individuals that receive services reside. If that information is not available, use the zip code of where services are provided and indicate this in the last section on the form.

More instructions are on WizeHize; please reach out to HCF staff if you have any questions regarding this section.

**HCF Service Region**

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| **Zip Code** | **Services Provided - # of individuals by service** | **Total Unduplicated # Served within the Zip Code** |
| *Example: X* | Public benefits enrollment–560; Housing assistance–140; Education–130; Behavioral health–100. | 700 |
| 60130 | Forest Park |  |  |
| 60153 | Maywood |  |  |
| 60154 | Westchester |  |  |
| 60155 | Broadview |  |  |
| 60301 | Oak Park  |  |  |
| 60302 | Oak Park  |  |  |
| 60304 | Oak Park  |  |  |
| 60305 | River Forest |  |  |
| 60402 | Berwyn, Forest View, Stickney |  |  |
| 60455 | Bridgeview  |  |  |
| 60457 | Hickory Hills |  |  |
| 60458 | Justice |  |  |
| 60459 | Burbank |  |  |
| 60501 | Summit, Argo |  |  |
| 60513 | Brookfield |  |  |
| 60525 | LaGrange, Countryside, Hodgkins, Indian Head Park, McCook |  |  |
| 60526 | LaGrange Park  |  |  |
| 60534 | Lyons  |  |  |
| 60546 | Riverside, North Riverside  |  |  |
| 60558 | Western Springs  |  |  |
| 60623 | Chicago-North Lawndale, South Lawndale |  |  |
| 60629 | Chicago-Chicago Lawn, Gage Park, Marquette Park |  |  |
| 60632 | Chicago-Brighton Park, Gage Park |  |  |
| 60638 | Chicago-Garfield Ridge, LeClaire Courts, Vittum Park |  |  |
| 60644 | Chicago-Austin |  |  |
| 60652 | Chicago-Ashburn Park |  |  |
| 60804 | Cicero |  |  |

Please use the space below to share any additional context or information about your service area data, including whether you provide services within a certain zip code but the municipality or community is not listed on the chart *(example: We provide services within 60638 to clients from Bedford Park)*.

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