



# VCS Domestic Violence Program for Men

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## Registration-Orientation Appointment Slip

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone/s: 1 \_\_\_\_\_ 2. \_\_\_\_\_  
Best #(s) to reach you

Registrar: \_\_\_\_\_  Notified of Appt  Notified of Interpreter

Interpreter needed in: \_\_\_\_\_  Interpreter: \_\_\_\_\_ Notified

### Registration Site:

- Nepperhan Comm. Center, Yonkers, Mon, 6 pm
- Center for Recovery, Newburgh, Tues, 5:00pm
- VCS, New City, M-F
- RECAP, Middletown, Wed 5:00pm

Registration Appointment: \_\_\_\_\_  
(month/day/year) (day of week) (time)

Check files for additional fees. If yes, amount owed: \$ \_\_\_\_\_ Date/s of fees: \_\_\_\_\_ \*\*

As you tell caller the following information,  to indicate you have done so. Say, "Please know:

- You need to be on time. If you are more than 10 minutes late, the registration will not take place.
- There is a weapons prohibition at VCS. No weapons of any kind are permitted at this appointment. That includes anything that may be considered a weapon such as a pocket or utility knife. Please let me know that you understand and agree to follow this policy.
- There is a \$45, non-refundable registration fee.
- \*\* To register you must bring \$ \_\_\_\_\_ ( reg fee + additional fees)
- Please bring the registration fee in the exact amount, cash or money order, as VCS will not make change.
- In order to establish your weekly fee, you will need to bring a current pay stub. If you do not have a pay stub, you may bring: 1. W2 form or letter from employer showing your hourly wage or 2. Unemployment/Public Assistance Verification. *If you do not have that documentation*, you may bring a letter about your financial status **which must include the name, address and phone # of the writer and their relationship to you.** The letter must not be from you or a current or former partner. This letter may be verified by VCS. The proof you bring must be left with staff.
- If you are late, do not have your total registration fee, or fail to attend this appointment, you will be charged an additional \$15 when you do register. To avoid additional charges, simply call to cancel no later than 3:00 pm for an evening appt. or by \_\_\_\_\_ which is at least 2 hours prior to your day time appt.

### Office Use Only

- Length of order:  26 session  52 session  Checklist
- Reason Registration did not take place:  No show  No \$  Late  Appt. Book
- Timesheet

Additional comments: \_\_\_\_\_