



T A H O E  
**YOUTH & FAMILY**  
S E R V I C E S  

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A SAFETY NET OF SERVICES FOR YOUTH AND FAMILIES

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1422 Mission Street  
Gardnerville, NV 89410  
775-782-4202

Dear Client:

Thank you for your interest in Tahoe Youth & Family Services. We hope that the following information will help you with our intake packet. Tahoe Youth & Family Services believes that the family plays a significant role in the success of every family members' development and experience with our agency. Below are some tips to help you with the intake packet as well as the counseling experience.

1. Our Payment Procedures forms require a pay stub or another form of income verification. **We will not turn anyone away for lack of payment or ability to pay. We do however believe that some form of payment is important in the therapeutic process. Please see Sherri regarding your payments as she can set up flexible payment plans.**
2. Please be on time and make every effort to bring your child or yourself to your scheduled appointment. We really appreciate a 24 hour notice of cancellation so that we may plan accordingly. Tahoe Youth & Family Services' policy is to discharge clients after 2 cancellations without prior notice.
3. If a minor is the primary client, the only paperwork that is NOT to be filled out by or in reference to the minor is the questionnaire marked "Parent/Guardian" on the top right corner.
4. Please bring only those children being seen for your scheduled appointment. You will find that our lobby is not conducive to waiting with young children for an hour.

We truly hope that you find your experience with Tahoe Youth & Family Services to be helpful and positive. Should you have any concerns or questions, please do not hesitate to ask.

Information provide on the questionnaire is confidential unless it is dangerous to self or others.  
Thank you for choosing Tahoe Youth & Family Services,

Alissa Nourse  
Executive Director

Barbara Weathersby  
LCSW, NV.

Sherri Smith  
Case Manager

Pam Armstrong  
CADC Intern

Shawn Huestis  
CADC Intern