



Client First Name			Client Last Name		
Street Address			Apartment Number		
Zip Code			County		
Primary Phone			Secondary Phone		
Client Email					
Caseworker Name			Agency Name		
Caseworker Email			Caseworker Phone		
Gender			Date of Birth		Social Security #
Male	Female	Other			
Race					
African American		White		Pacific Islander	Asian
Other					
Hispanic?			Veteran?		
Yes	No	Yes	No		
Additional Barriers (select all that apply)					
Mental Illness		Substance Abuse		Domestic Violence	
Physical Disability		Chronic Homelessness			
How many people are in the client's household?					
What is the Household Composition?					
Single Female		Single Male		Single Female with Children	
Single Male with Children		Partners no Children		Partners with Children	
Other					
Type of Housing Client is Currently Living/Moving to:					
Rental Unit with no subsidy/rental assistance			Rental Unit with VASH Subsidy		
Rental Unit with Other Subsidy			Living with family/friends permanently		
Living with family/friends temporarily			Other		

The Furniture Bank requires that its clients are moving out of homelessness, fleeing domestic violence, living with HIV/AIDS (and fitting HOPWA income guidelines) or living below the poverty line facing a challenge that has resulted in a need for furniture.

Please check the box that describes the client. Your selection will determine what type(s) of supporting documents you must provide.

Client Eligibility

HUD HOMELESS: Client has been living in a place not meant for human habitation such as a car, park, sidewalk or abandoned building (on the street)

HUD HOMELESS: Client has been living in an Emergency Shelter

HUD HOMELESS: Client has been part of a transitional or supportive housing program for homeless persons who originally came from the streets or emergency shelters.

HUD HOMELESS: Client is within 14 days of eviction

DOMESTIC VIOLENCE: Client is fleeing a domestic violence situation

HIV/AIDS: Client is living with HIV/AIDS and fits the HOPWA income guidelines

LOW INCOME WITH LIFE CHALLENGE: Client is living at or below 125% of current federal poverty guideline and is facing a significant challenge which has caused loss of furniture or an inability to afford furniture

Client's Last Permanent Zip Code (prior to move to current residence)

Caseworker Signature

Date

Eligibility	Necessary Supporting Documents
HUD Homeless: Client has been living in a place not mean for human habitation	(1) Certification Form signed by the outreach worker or services worker verifying that the client is homeless OR a written statement prepared by the participant describing their living situation.
HUD Homeless: Emergency Shelter	(1) A letter on shelter letterhead signed and dated, verifying that the client staying in the emergency shelter.
HUD Homeless: Transitional or supportive housing program for homeless persons who originally came from the streets or emergency shelters.	(1) A letter on agency letterhead signed and dated, verifying that the client participated in the transitional housing program and was homeless prior to entry in the program.
HUD Homeless: Client is within 14 days of eviction	(1) Eviction Letter/Notice
Domestic Violence: Client is fleeing a domestic violence situation	(1) Letter from caseworker or client stating the client was involved in a domestic violence situation and needs assistance with furniture.
Client is living with HIV/AIDS and fits the HOPWA income guidelines	(1) HOPWA Income Form (2) Proof of Income (3) Proof of HIV Status
Client is living below the poverty line and is facing a significant challenge which has caused loss of furniture or an inability to afford furniture	(1) Income Form (2) Proof of Income (3) Letter from caseworker or client describing their current situation and need for furniture

Furniture Bank Household Information Form

	Name	Gender	Date of Birth	Social Security Number	Race	Hispanic?	HIV/AIDS	Veteran	Mental Illness	Substance Abuse	Domestic Violence	Physical Disability	Chronic Homeless
Head of Household													
Partner													
Other Adult (1)													
Other Adult (2)													
Child (1)													
Child (2)													
Child (3)													
Child (4)													
Child (5)													
Child (6)													
Child (7)													
Child (8)													

Race Key: African American =AA, White = W, Pacific Islander = PI, Asian = AS, Other = O

A client may identify as being of Hispanic origin by using the Hispanic Yes/No column - this must be filled out for every client

Appointment Options & Fees

Curbside Delivery: \$100 - Client picks out items and the items are delivered to their curb the same day. Client is responsible for the necessary labor to move items inside their apartment/house.

In-Home Delivery: \$200 - Client picks out items and the items are delivered inside their home the following day. Delivery fee DOES NOT include furniture set up.

Bed Request: The number of beds requested can not exceed the number of family members. The Furniture Bank will try to meet size requests but can not guarantee sizes. A bed includes a mattress & box spring - no frame, headboard, or footboard. All fields must be filled out. Enter a 0 if no beds of a certain size are requested.

# King Beds	# Queen Beds	# Full Beds	# Twin Beds
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Day of the Week Availability	First Available	Monday	Tuesday
	Wednesday	Thursday	Friday

Payment Options	Deduct from Agency Account
	Agency Check
	Agency Credit Card
	Client Credit Card
	Client Money Order

By checking the box below I agree that I am authorized to refer clients on behalf of the agency listed on Page 1 of this referral. I certify that I have verified my client's eligibility and have explained the Furniture Bank's policies and appointment options. I have not charged my client any fees in excess of the Furniture Bank's delivery fees.

Caseworker Authorization	Caseworker Name
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Email/mail this referral form along with required documentation and payment to the Furniture Bank.
Email: clientservices@furniturebankatlanta.org / Mail: 908 Murphy Ave SW, Atlanta, 30310

Required Documentation Includes:

1. Proof of eligibility as outlined on page 2
2. Client Waiver with signature