



## Comforts of Home Program Policy

- **The Comforts of Home program may only be used once.**
- All clientele must be referred and accompanied by a case worker.
- Appropriate paperwork is required to be filled out by clientele completely.
- Items are first come first served and can't be set aside or held for clientele.
  - There may be limits on some items depending on availability (i.e. one pillow per person, etc.).
- Anything that is taken may not be returned to the program or store.
- All donations that are received are assessed to the best of our abilities to ensure they are acceptable to give out to individuals in need.
  - UWNEMN apologizes in advance if there is an item on the shelf that is unacceptable.
  - Clientele are responsible for properly disposing of items they receive that break or do not work as anticipated.
  - UWNEMN is not liable for any damage, loss, or injury resulting from use of items taken from Comforts of Home.
- ANY ITEMS RECEIVED FROM THE COMFORTS OF HOME PROGRAM ARE NOT ALLOWED TO BE SOLD OR EXCHANGED.

Client Name: \_\_\_\_\_ Date: \_\_\_\_\_

Case Worker Name: \_\_\_\_\_ Date: \_\_\_\_\_

### *Things to consider:*

- *Clientele are encouraged to make a list in advance to help prioritize their needed items.*
- *Exceptions may be made to the above policy in the case of extenuating circumstances, with UWNEMN Executive Director's approval.*
- *Nonprofits and community groups that serve people in UWNEMN's service area are allowed to take items through the Comforts of Home PLUS program (see separate program policy if applicable).*