



## 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.
- Case managers and clientele will work together to take items that are appropriate for their current needs. Clientele are encouraged to make a list in advance to help prioritize their needed items.
  - Comforts of Home has many curtains available. It's advised that clientele measure their windows in advance to assist in selecting curtains.
  - There may be limits on some items depending on availability (i.e. one pillow per person, etc.).
- Items are first come first served and can't be set aside or held for clientele. We receive our items on a donation basis so we never know what will be coming in or is available.
- Anything that is taken may not be returned to the program or store.
- All donations that are received are assessed 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.
  - Should you take an electronic item that does not work when you get home, please dispose of properly as it cannot be returned to the Comforts of Home Program.
  - ANY ITEMS RECEIVED FROM THE COMFORTS OF HOME PROGRAM ARE NOT ALLOWED TO BE SOLD OR EXCHANGED.
- UWNEMN partner agencies are allowed to take items for appropriate programs.

Name: \_\_\_\_\_

Date: \_\_\_\_\_