Agency will screen clients by completing the required paperwork with the client. Please complete every question on the application. This process is needed to validate eligibility of services.

We will not accept referral forms that are not complete.

1. Clients meet our criteria if income eligible and coming out of one of the following situations:
   - Homeless (shelters, tents, streets, car, halfway houses, soberhouses, etc.)
     A homeless individual is defined in section 330(h)(5)(A) as “an individual who lacks housing (without regard to whether the individual is a member of a family), including an individual whose primary residence during the night is a supervised public or private facility (e.g., shelters) that provides temporary living accommodations, and an individual who is a resident in transitional housing.” A homeless person is an individual without permanent housing who may live on the streets; stay in a shelter, mission, single room occupancy facilities, abandoned building or vehicle; or in any other unstable or non-permanent situation. [Section 330 of the Public Health Service Act (42 U.S.C., 254b)]
   - Bedbugs
   - Fire / Flood / Mold
   - Domestic Violence
   - Addiction / Recovery / Mental Health
   - Incarceration
   - Veterans transitioning back from deployment
   - Single parents that are “living with others” due to lack of income / multiple kids
   - Grandparents / extended family getting custody of kids that aren’t theirs
   - Other situations should be discussed with For Goodness Sake to verify eligibility.

2. Agency will inform clients of the delivery and pickup options (See Furniture Pickup / Delivery Options sheet) and our rules (See Important Information for Clients in the Referral Packet).
   - For clients that select the pickup option no appointment is necessary. The client can simply come to the warehouse on Saturdays between 10 am and noon or Sundays between 12:30 pm and 2 pm. Please advise the client to bring a large enough truck to fit the furniture needed, as all items must be taken same day during those hours. We do not place items on hold.
   - Clients that select the delivery option will be placed on a wait list. When it is the client's turn to be scheduled, he will be contacted the week of the appointment. Clients have 24 hours to accept the appointment before we offer the time to the next client on the wait list. Case managers will be notified when an appointment time has been offered.

3. Once the screening has taken place, the agency saves the paperwork and emails it to diana@forgoodnessake.org. Print the paperwork and give a copy to the client.

4. Agency questions can be directed to Diana via email at diana@forgoodnessake.org.