

Client Referral Form ~ Elko

CASEWORKER, PLEASE HAVE YOUR CLIENT DROP OFF THIS FORM IN PERSON AND BRING A PICTURE ID

Complete Agency Name and Office Address _____

Name of Case Worker/Clergy _____ Today's Date _____

Phone Number _____ EXT: _____ Fax Number _____

Client Name _____ Date of Birth _____

Social Security No _ _ _ - _ _ - _ _ _ Telephone Number _____

Street Address _____ City _____ Zip Code _____

Ages and Gender of **ALL** people living in household

____ M F / ____ M F / ____ M F / ____ M F / ____ M F / ____ M F
 ____ M F / ____ M F / ____ M F / ____ M F / ____ M F / ____ M F

While A Lift Up Org does not guarantee the availability of the items listed, clients may receive the following as needed. The client must understand that the furniture and household items are used.

PLEASE CHECK NEEDED ITEMS

- | | |
|---|--|
| <input type="checkbox"/> Sofa/Loveseat | <input type="checkbox"/> Bath Linens |
| <input type="checkbox"/> Dining Room Table | <input type="checkbox"/> Bath Towels |
| <input type="checkbox"/> Dining Room Chair | <input type="checkbox"/> Washcloths |
| | <input type="checkbox"/> Throw Rugs |
| Large Miscellaneous | Kitchen Items |
| <input type="checkbox"/> Entertainment Center | <input type="checkbox"/> Hand Towels |
| <input type="checkbox"/> Desk | <input type="checkbox"/> Pot Holders |
| <input type="checkbox"/> Coffee Table | <input type="checkbox"/> Microwave |
| Small Miscellaneous | <input type="checkbox"/> Pots, Pans, Bake ware |
| <input type="checkbox"/> End Table | <input type="checkbox"/> Mixing Bowls |
| <input type="checkbox"/> Nightstand | <input type="checkbox"/> Dish Set |
| <input type="checkbox"/> Dresser | <input type="checkbox"/> Silverware |
| <input type="checkbox"/> Lamps | <input type="checkbox"/> Cooking Utensils |
| <input type="checkbox"/> Wall Picture | <input type="checkbox"/> Trash Can |
| <input type="checkbox"/> Television | Linens |
| <input type="checkbox"/> Curtains | <input type="checkbox"/> Pillows |
| | <input type="checkbox"/> Blankets |
| | <input type="checkbox"/> Sheets |

Beds are subject to Availability ~ Number of each needed

Youth _____ Queen _____
 Twin _____ King _____
 Full _____ Specialty _____

CLOTHING ~ PLEASE LIST SIZES AND GENDER

Note: Mishmash & Muddle is a consignment store. Some items are not available for donation. We will do our best to fulfill the clients' needs.

CLIENT CHECKLIST... **VERY IMPORTANT**

Please return this page with application. Application is not complete without both pages 1 and 2.

1. ____ Obtaining furniture/household items from A Lift Up Org (Mishmash & Muddle) is a once-in-a-lifetime opportunity.
2. ____ The furniture and household items are used and have been donated.
3. ____ I must have a picture ID when dropping off my application in person to Mishmash & Muddle.
4. ____ I am responsible for picking up my furniture.
5. ____ If I do not pick up my furniture by the scheduled date, I will lose claim to it and items may be given to the next client.
6. ____ Not all items are available in stock. I understand that I may not receive any of the items on my wish list. If the items are not available, I understand that my application will remain active for six months. I will be called on a "first-in" basis and asked if I am still in need of donated items as they arrive at A Lift Up Org (Mishmash & Muddle).
7. ____ I may only be accompanied by a staff member of A Lift Up Org (Mishmash & Muddle), and my caseworker. There are no child care facilities at Mishmash & Muddle. Family members and friends are not allowed to select items on my behalf.
8. ____ A staff member will select items to be given to me. I may accept or decline these items. There is no obligation to accept any of the items selected for me.
9. ____ I understand not all items in Mishmash & Muddle's consignment store are available for the Furniture Bank program.
10. ____ I should be prepared to load and tie down items into or onto my vehicle. I understand A Lift Up Org (Mishmash & Muddle) is not responsible to loading or delivering items given to me.
11. ____ Aggressive or abusive behavior or language in or near A Lift Up Org (Mishmash & Muddle) will not be tolerated. This may be grounds for refusing benefits both now and in the future.
12. ____ I have read, checked-off, and understand the importance of these 12 statements.

Client Signature	Date
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Office Use Only. Please leave blank.

FREQUENTLY ASKED QUESTIONS

What assistance is given? *Essential household items*

If client chooses items that are non-essential items, they will be required to pay for those items. Example: Videos or stereo equipment are not considered essential household items.

Who is eligible to receive assistance? All applicants **must be referred** by one of the following agencies: An emergency or homeless shelter, a social service agency or a local church. The referring agency must be signed up as a Community Partner to refer clients to us. This packet is available at our website. www.MISHMASHandMUDDLE.com

How much does this cost? In Elko, there is no processing fee. However, donations from our Community Partner agencies are accepted. **All donations must be paid by the referral agency.** There is not a charge for furniture; **all goods are free**, there is no cost to the client.

What is the first step in the referral process? The Client Referral Form must be filled out completed by a caseworker or clergy. *By referring a client to A Lift Up Org (Mishmash & Muddle), the caseworker/clergy has first-hand knowledge that client has a legitimate need for assistance.*

How soon will we find out if the client is approved for assistance? The caseworker has approved the client when he/she fills out the Client Referral Form.

Can individuals make specific requests for furniture? We will do our best to accommodate the needs of our clients. However, we cannot guarantee specific items will be available on the day application is turned into us, or if the items will ever be available. A Lift Up Org does not maintain a stock of furniture. Since items are donated to the program, it is difficult to anticipate what products we will have available. We will keep the client application active for six months. As donations are received, we will call clients in a "first-in" basis to ask if item is still needed.

Will applicants need to provide their own transportation? Yes. A Lift Up Org (Mishmash & Muddle) does not deliver. Client must arrange for their furniture transportation.

If someone has received services, can they apply again? No, furniture assistance is once in a lifetime. This program is designed to assist applicants with their initial transition. We have limited resources and our goal is to help as many households as possible. Our Christmas Wish Tree program is available two times only.

Is the furniture new? All of the furniture is donated to A Lift Up Org. We receive the greatest amount from individual families. Although most of the furniture has been used, we do not offer items that we would not have in our own homes. A Lift Up Org is particular about the condition of the furniture we accept and distribute. Some donated items are new, however, most items are used.

What forms are needed to apply for assistance? The Client Referral Form and Photo Identification.

NOTE: In Clark County, referring agencies are required to pay a processing fee of \$135 per application. If your agency is in Clark County, there are separate forms to complete. Forms from our Elko office are not accepted for Clark County clients.

Statement of Discrimination: A Lift Up is founded on Christian beliefs to give aid without pride or prejudice to all people without pressing our faith on any person. A Lift Up does not advocate for religious beliefs or practices, nor does it restrict program participation on the basis of religion. A Lift Up Corporation prohibits discrimination of any type against any person, applicant, client or customer on the basis of political purpose or viewpoint, religious opinion or affiliation, marital status, race, gender, sexual orientation, national origin, ancestry, age, medical condition, disability, physical or mental disability, military status, or any other characteristic protected by law.

We will not tolerate aggressive or abusive behavior or language on our premises. This may be grounds for refusing benefits both now and in the future.

WAIVER AND INDEMNIFICATION OF A Lift Up Org

NO WARRANTIES: The described property donated under this waiver and indemnification are received by the Donee "**AS IS**" and "**WITH ALL FAULTS**". No warranty of fitness for a particular purpose is made by the Donor (A Lift Up Org). Donee of itself, and for its successors and assigns, further waives any and all other warranties, guarantees, conditions or law or otherwise, including, without limitation, any obligation of A Lift Up Org with respect to consequential damages, any and all tort liability including, without limitation, liability arising from negligence or strict liability. The entire risk as to the quality and performance of the described property is with the Donee, its successors, and assigns. Should the described property prove defective following its transfer to Donee, the Donee assumes the entire cost of all necessary service, maintenance, or repair.

INDEMNIFICATION: Donee, for itself, and for its successors and assigns, further agrees to indemnify and hold for A Lift Up Org free and harmless from any and all liability out of use and transportation of the described property.

DELIVERY and RISK OF LOSS: The RISK OF LOSS of the described property shall immediately pass to the Donee upon transfer of the described property to Donee at A Lift Up Org.