



**Long Island Coalition
for the Homeless**

600 Albany Avenue
Suite 2
Amityville, NY 11701
(631) 464-4314 Ext. 122
Fax: (631) 464-4319
www.addressthehomeless.org
boutique@addressthehomeless.org



BOUTIQUE REFERRAL FORM

CLIENT INFORMATION

Please print clearly

Full Name: _____ Date of Referral: ___/___/____ New Client Repeat Client

Street Address: _____ City _____ State _____ Zip Code _____

Date of Birth: ___/___/____ Tel: _____ Email: _____

After submitting your Referral Form, please wait for someone to contact you to schedule an appointment.
Applicants may request assistance every 30 days.
Open Tuesdays, Wednesdays, and Thursdays by appointment only.

REFERRAL SOURCE INFORMATION

Contact Person: _____ Agency Name: _____

Agency Street Address: _____ City _____ State _____ Zip Code _____

Signature of Referral: _____ Email: _____ Tel: _____

DESCRIPTION OF NEEDS

Who should we contact to schedule an appointment? Name: _____ Tel: _____

What type of appointment are you making? Please select one: In-House Shopping _____ or Pick-up _____

Is the client experiencing homelessness? If so, check one: Shelter _____ or Street _____

Reason for Referral: _____

CLIENT AND ADDITIONAL FAMILY MEMBERS' SIZES

Gender			Age	First Name	Pants Size	Bra	Tops Size		Shoe Size and Type			
F	M	X			Waist and Length	Size/Cup	Kid's	Adult	Toddler	Children's	Adult	

*Other "Specific" Requested Items: _____

Office Use Only Office Use Only Office Use Only Office Use Only Office Use Only

Left Message: _____ Spoke To: _____

Approved By: _____ Date Of Approval: ___/___/____

Checked By: _____ Date Checked Out: ___/___/____

NOTES:

Received by: _____

No.
Of Bags

Appointment Date

___/___/____

Tues _____:

Wed _____:

Thurs _____:



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THE BOUTIQUE

UPDATED BOUTIQUE REFERRAL FORM AND PROCEDURES - Effective January 2024

- The Boutique is open Tuesdays, Wednesdays and Thursdays by referral & appointment, only. We offer in-house shopping and pick-up appointments.
- **No walk-ins**
- Referral Form must be submitted to us in advance, either by fax, email or electronically by clicking on the link on our web site: www.addresssthehomeless.org/community
- It is imperative that the referral source be a 3rd party such as a care coordinator, social worker, someone within a resource agency that is working with the client being referred, not a friend or self-referred.
- Persons may reapply (30 days after their last Boutique visit).
- Yes, a new Referral Form needs to be submitted each time.
- It may take 7 to 10 days to receive a call / appointment.
- If a client cannot keep an appointment, it is their responsibility to contact our office to re-schedule. It is not if there is an emergency situation (ex: necessary to submit a new application - just call us. fire, flood, etc.) or you have additional questions, please contact us at
(631) 464-4314 Ext. 122 or email: boutique@addresssthehomeless.org

Poorly prepared applications may delay your processing - NEATNESS COUNTS!

FORMULARIO Y PROCEDIMIENTOS ACTUALIZADOS DE REFERIDOS A BOUTIQUE Efectivo a partir de Enero 2024

- La boutique está abierta Martes Mercoles y Jueves por referido y cita. ***No se admitirán sin cita***
- El formulario de referencia debe enviarse con anticipación vía fax, correo electrónico o a través de nuestro enlace de la página web: www.addresssthehomeless.org
- Es obligatorio que el origen de la referencia sea de una tercera persona, como un Coordinador de Cuidado, un Trabajador Social, o alguien dentro de una agencia que esté trabajando con el cliente que se refiere. NO puede ser un amigo ni tampoco referirse a si mismo.
- Las personas pueden volver a solicitar referido y cita 30 días después de su última visita a la boutique.
- Podría tomar de 7 a 10 días hasta que Ud reciba una llamada para confirmar su cita.
- SI, debe enviar un nuevo formulario de referencia por cada vez que se visite la boutique.
- Si el cliente no puede asistir a la cita, es su responsabilidad contactar nuestra oficina para cambiar su cita. No es necesario que presente una nueva solicitud de referencia- Solo llámenos.
Si hay una situación de emergencia (por ejemplo, incendio, inundación, etc.) o si tiene preguntas adicionales, por favor comuníquese con nosotros al (631) 464 -4314 Ext. 122 o envíe un correo electrónico a boutique@addresssthehomeless.org

Las solicitudes mal presentadas o mal llenadas pueden demorar el proceso de aprobación. – LA PULCRITUD ES MUY IMPORTANTE.

Additional Notes: