

ECUMENICAL STOREHOUSE REFERRAL

INSTRUCTIONS TO REFERRING AGENCY

- We provide used household goods at no cost to referred clients living in Anderson, Roane, Morgan, Scott, or Campbell Counties. Although service is generally on a first-come, first-served basis, priority will be given to special situations, e.g., victims of fire, tornado, flood, or domestic abuse. A copy of an official report is required to get such priority.
- Remind the client that a photo ID is required at each visit to the Storehouse.
- If the client does not speak proficient English, they must provide an interpreter.
- Referrals are good for six months and subsequent referrals to the Storehouse from any referring agency will be limited to emergency situations, such as fire, tornado, flood, or submission by a caseworker, OR must be approved by the Storehouse President or designee prior to continued service.
- Information placed in the following box will be entered onto the Client Service Record for use at the Storehouse. Please enter **ALL** the requested information.

TO BE COMPLETED BY THE REFERRING AGENCY REPRESENTATIVE (Please Print)

I confirm that _____ living at _____
(Client's Full Name) (Client's Street Address)

in _____ of _____ County Client Phone No: _____
(City/ZIP) (County Name) (Number where your client may be reached)

has need for assistance with household goods, as provided by The Ecumenical Storehouse.

Number of adults in family: _____

Number of children in family: _____ Ages of Children: _____

Your agency name: _____

Your agency address: _____

Your Name: _____ Your Position: _____ Your Phone Number: _____

TODAY'S DATE		
____ / ____ / ____		
(Month)	(Day)	(Year)

CONTACTING The Ecumenical Storehouse, Inc.
 134 East Division Road, Oak Ridge, TN 37830
 865-481-0274
<http://thestorehouseinc.org/>

Turn away from Methodist Medical Center at traffic signal #5 in Oak Ridge on East Division Road.

Due to the Covid-19 pandemic, we no longer have set hours for clients. Clients should call 865-481-0274 for an appointment when this form is completed. If no one answers, speak clearly and leave a message and phone number. Someone will return your call. The Storehouse will be closed on holidays and snow days.

Call when you arrive (if no answer knock on green door.) Please do not park in front of the garage doors, except when you are ready to load.

