



Twice As Nice Mother & Child

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DATE: _____

CLIENT INTAKE FORM - REQUEST FOR ASSISTANCE

CONTACT INFORMATION

Referred By: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

REQUIRED INFORMATION & IDENTIFICATION

Please note that your request will be denied if you fail to provide the required information and identification.

Date of Birth: _____ Are you receiving help from other agencies? Yes No

If yes, which agencies? _____

Driver's License Number: _____ State: _____

Marital Status (Circle One): Single Married Separated Divorced Widow

Race (Circle One): Hispanic African-American Caucasian Native American Other

The following forms of identification are required to receive assistance:

- Government Issued Photo ID (Driver's License or State ID)
- Certified Birth Certificate and Medical Card (**for every child in need of assistance**)

FAMILY INFORMATION & ITEMS NEEDED

If the mother is in need of maternity wear, please indicate her size on the line. Maternity Size (S, M, L, XL): _____

Please list the names of your children and what each one needs. Sizes must be provided for clothing, shoes and diapers.

Name: _____ Age: _____ Gender: _____ DOB: _____ Clothing Size: _____

Diaper Size: _____ Weight: _____ Shoe Size: _____

Items Needed: _____

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Diaper Size: _____ Weight: _____ Shoe Size: _____

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Name: _____ Age: _____ Gender: _____ DOB: _____ Clothing Size: _____

Diaper Size: _____ Weight: _____ Shoe Size: _____

Items Needed: _____

OUR PROGRAM

We provide the following gently used items (subject to availability):

- Maternity wear
- Children's clothing (newborn to size 12)
- Children's shoes
- Infant care essentials (cribs, strollers, pack 'n plays, car seats/boosters, bouncers, high chairs, bedding/blankets)
- Children's books

All of the gently used items that we receive are inspected thoroughly. We only accept and distribute items that are in **GOOD CONDITION** (free of stains, holes and damage).

Our inventory changes regularly due to the volume of requests that we receive and that may impact our ability to provide assistance in some cases. The determination of whether we will provide any type of assistance will be made based on the nature of the request as well as the availability of items in accordance with organization policies.

We also provide the following items (subject to availability):

- Disposable diapers and wipes
- Infant formula (**ENFAMIL BRAND ONLY**)

GUIDELINES FOR ASSISTANCE & DISTRIBUTION POLICY

All of the assistance that we offer to families is free of charge. There are no income or employment requirements for families in need of assistance; however, we do require all clients to complete the intake form and provide the required identification in order to receive any items from us. If a client is receiving assistance from another agency that happens to be one of our partners, the client will not be permitted to receive direct service from us.

Infant care essentials, including diapers and wipes, will not be provided for any child until they are actually born.

Families are limited to 4 large items per year (crib, stroller, pack 'n play, car seat, high chair, etc.). Disposable diapers can be requested once per month and will be limited to 50-100 per child per request. Wipes will only be provided upon request. Infant formula can be requested every month and will be limited to 1 can per family. ENFAMIL IS THE ONLY BRAND OF INFANT FORMULA THAT WE CARRY. Maternity clothing is limited to 10-12 pieces every 2 months. Children's clothing is limited to 12-15 pieces every 2 months. Children's shoes are limited to 1-2 pairs every 2 months. Please be advised that the number of pieces of clothing provided may be reduced based on inventory levels at the time of the request.

An appointment must be scheduled during normal business hours to pick up any items. WALK-INS ARE NOT PERMITTED. Our office hours are from 8:00 am to 2:30 pm Monday through Friday.

The client agrees to indemnify, defend and hold harmless Twice As Nice Mother & Child from any and all liabilities for the quality or safety of the gently used items that are received. Furthermore, the client hereby forever releases and discharges Twice As Nice Mother & Child, its officers, directors and volunteers from any and all claims for any known, unknown or future damages because of the quality or safety of the gently used items received. Twice As Nice Mother & Child reserves the right to refuse service to a client if they do not adhere to these terms and guidelines as outlined, or if any information submitted on the client intake form is found to be false or inaccurate.

I have read and agree to the terms, guidelines for assistance and distribution policy as outlined above.

Signature of Client: _____

Date: _____