

Instructions for Parents or Guardians:

1. Please wait for the school to fax or e-mail the referral prior to calling for an appointment.
2. You must call The New Store at **419/565-7505** to schedule an appointment for your child/ren. Please leave a detailed message if necessary and you will receive a return phone call.
3. Service will be provided at The New Store's location at 890 West Fourth St., also known as the Mid-Ohio Conference Center. Please follow the signs in the main entrance of the building. Your child will be required to attend in order to receive clothing.
4. Scheduling is done on a first-come, first-serve basis and you will be provided the next available date and time.
5. You will receive a reminder notice in the mail at least one week prior to your appointment. This envelope will also include an Application for TANF services, **WHICH YOU MUST COMPLETE AND BRING WITH YOU TO YOUR APPOINTMENT.** Your child/ren cannot be served without these documents. These forms require social security numbers and dates of birth for all household members.
6. Only those children in your household that meet the eligibility requirements can receive free clothing, but they must be referred by the school principal.

Thank you for your cooperation with our procedures.



Richland County Children's Auxiliary
"The New Store"
P.O. Box 2525
890 West Fourth St.
Mansfield, OH 44906
419/565-7505

The New Store

STUDENT REFERRAL

P.O. Box 2525, 890 W. Fourth St. Mansfield, OH 44906
419/565-7505 or fax: 419/529-6522
E-mail address: rkleshinski@neo.rr.com

Eligibility Criteria:

1. Child must be enrolled in the free/reduced lunch program or observed by school staff to be in need.
2. All children served will be enrolled in kindergarten through eighth grade at one of the following school districts (referrals are also accepted by RCJFS caseworkers, Harmony House, DVS): Mansfield City, Madison, Crestview, Lexington, Ontario, Lucas, Plymouth-Shiloh and Clearfork, and any charter schools in Richland County.
3. **School office must fax or scan & e-mail the referral before the appt. can be made.**
4. Parent or Guardian must call The New Store to schedule an appointment at 419/565-7505.
5. Parent of Guardian must be willing to complete an application for TANF services, and bring completed application with them to their appointment. The form will be mailed to the parent/guardian one week before the appointment. This form requires social security numbers and dates of birth for all household members.
6. Children in the same household meeting the above criteria can also receive assistance, provided their information is included here.
7. Please submit the completed form by fax: **419/529-6522** or scan & e-mail to: rkleshinski@neo.rr.com.

Please provide the following information:

Parent/Guardian Name: _____

Address: _____

City, State, Zip Code: _____

Date referral made: _____

Did the Parent/Guardian receive an instruction sheet on how to schedule an appointment? Yes: _____ No: _____

Child/ren Information

Last Name	First Name	Gender	Grade

SCHOOL PERSONNEL, PLEASE SIGN THIS FORM:
Referral made by (Principal signature and School Bldg.) _____

SCHOOL OFFICE TO FAX THE COMPLETED FORM TO: 419/529-6522
Or e-mail to: rkleshinski@neo.rr.com.