



February 2012

Dear Referring Agent,

On behalf of the Interfaith Clothing Centers, I would like to thank you for your support of our program. As we continue to provide services under a new administration at Interfaith Works, I want to inform you of some important changes in this program.

Effective March 5, 2012 client shopping hours at the center will change to:

Tuesday – Friday: 9:30am-12pm & 1pm -3:30pm

Saturday: 9:30am-1:30pm

Wednesday is reserved only for clients with a disability

CLOSED Monday & Sunday

Please remember the Interfaith Clothing Center located at 751 Twinbrook Parkway in Rockville provides service to the entire County. Clients living in Gaithersburg and other areas outside of Rockville are able to shop ICC in Rockville.

Enclosed is a copy of our new Client Referral Form. The new form takes effect immediately. Please discard all old forms and use in its place the attached form.

Please feel free to contact me with any questions. We look forward to continuing to work with you.

Sincerely,

Sabrina Wilson
Director, Interfaith Clothing Center
751 Twinbrook Parkway
Rockville, Maryland 20851
Tel: 301-424-3796
Fax: 301-424-2728
Email: swilson@iworksmc.org



INTERFAITH CLOTHING CENTER REFERRAL FORM

Accessible by Ride-On #45

751 Twinbrook Parkway, Rockville, MD 20851
T- 301-424-3796 / 301-424-4916; F- 301-424-2724

REFERRING AGENTS: A referral is required for each new client. Clients already participating in a low-income based program such as WIC, Medical Assistance or Food Stamps may self refer.

Agents must complete one form for each family or individual, crossing out any empty spaces.
Clients are not permitted to fill out their own referral form.

Clients already enrolled in a low-income based program can register themselves at an Interfaith Clothing Center location with proof of program participation. The ICC is open year round for clients as listed below, and closed on Sundays, Federal holidays, Yom Kippur Good Friday and Thanksgiving Friday. The snow policy follows the Federal government.

Client Shopping Hours Effective MARCH 5, 2012:

Tuesday -Friday, 9:30am-12pm & 1pm-3:30pm
Saturday 9:30am-1:30pm CLOSED Monday & Sunday

Each Wednesday the center is open to disabled clients only.

A valid photo ID, proof of address and a completed Interfaith Clothing Center Referral Form must be presented at time of registration.

Only **STATE OF MARYLAND** or **CASA DE MARYLAND** photo IDs are accepted.

***** THIS FORM MUST BE COMPLETED IN ITS ENTIRETY BY THE REFERING AGENT ONLY. *****

LAST NAME	FIRST NAME	SOCIAL SECURITY # <small>(for adults only)</small>	DATE OF BIRTH	SEX	ETHNICITY	RELATIONSHIP TO CLIENT
						PRIMARY

CLIENT'S ADDRESS:					APT #:
CITY:	STATE:	ZIPCODE:	EMAIL:		
TOTAL FAMILY INCOME (ANNUAL): \$ <small>(Must be verified, proof may be requested)</small>		ARE ANY FAMILY MEMBERS DISABLED? Yes <input type="checkbox"/> No <input type="checkbox"/>			

This form certifies that the above clients are residents of Montgomery County and are in need of free clothing and household items.

REFERRING AGENT:		ORGANIZATION:			
ADDRESS:		CITY:		STATE:	ZIP:
PHONE #:		FAX #:			DATE:
E-MAIL ADDRESS:			SIGNATURE:		