

## THE DONATIONS CLEARINGHOUSE

774-243-3805 / [jcox@cmhaonline.org](mailto:jcox@cmhaonline.org)

### **IMPORTANT:**

Walk-in hours are for completing intakes and scheduling DCH appointments.  
You will not be seeing / receiving furniture until your scheduled appointment date.

### *Walk-In Hours*

**Tuesday**

1:00 to 4:00 pm

**Wednesday**

1:00 to 4:00 p.m.

**Thursday**

9:00 – 11:30 am

**Friday**

9:00 to 11:30

**No Monday Walk-in Hours**

### **Please do not fax referral**

*Referrals must be brought in-person to the Central Massachusetts Housing Alliance during the walk-in hours, along with the documentation listed below:*

1. A letter, on letterhead, from the shelter, transitional housing program or other social service agency confirming your need of furniture.
2. This form must be filled out and signed by your case manager.

**Por favor traiga la siguiente documentacion a Central Massachusetts Housing Alliance para nosotros poder determinar su elegibilidad para obtener una cita al almacen de donaciones (Donations Clearinghouse).**

1. Una carta, escrita en encabezamiento de la compania, de la casa de refugio (albergue), programa de transicion o agencia, confirmando que necesita forniturea.
2. Este papel tiene que ser llenado y firmado por su manejadora de casos.

#### **Client Information:**

Name: \_\_\_\_\_ SS #: \_\_\_\_\_ Tel #: \_\_\_\_\_

#### **Case Manager / Referring Agency Information:**

Name: \_\_\_\_\_ Tel #: \_\_\_\_\_ Referral Date: \_\_\_\_\_

Case Manager Signature: \_\_\_\_\_ Referring Agency: \_\_\_\_\_

