

How to refer clients to Furniture Bank



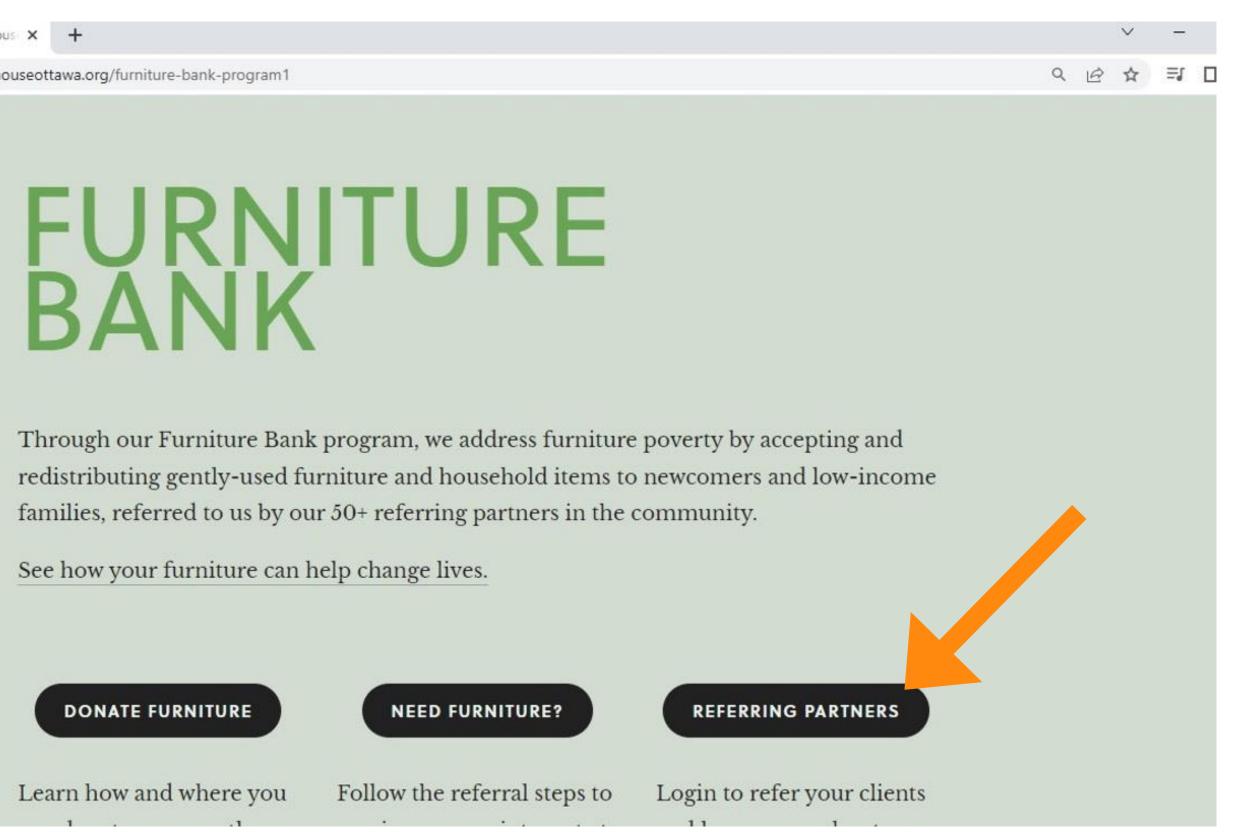




CLIENT REFERRALS

😤 Furniture Bank — Matthew Hous 🗙 🕂

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CLIENT REFERRALS

😤 Referring Partners — Matthew H 🗙 🕂

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REFERRING PARTNERS

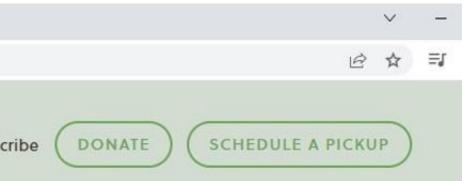
Matthew House Ottawa: Furniture Bank, House to Home and Helping with Furniture (HWF) work together to provide furniture to as many families as possible. Referrals for the same family to multiple organizations reduces the number of homes we can furnish. You, as a referral agency, can help us schedule more families to get furniture by referring each client to a single agency at a time. Please help us avoid duplication of services.

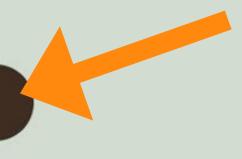
CLIENT REFERRAL

To Make a Referral, Click Here To Sign In!

If you are a registered referring agency but require login credentials, please contact appointmentsfb@matthewhouseottawa.org.







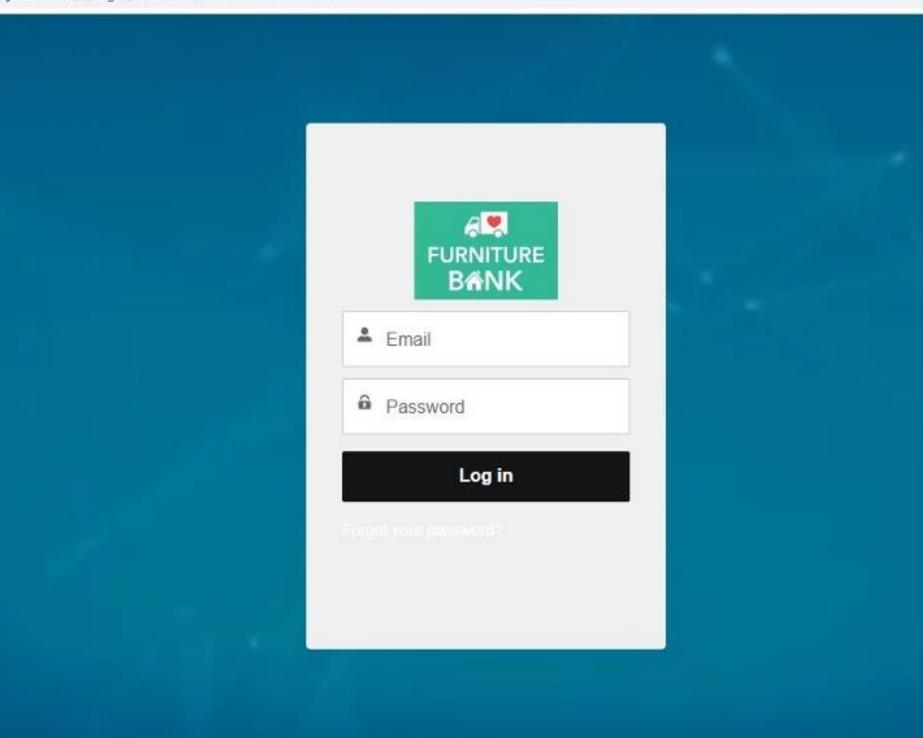




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CLIENT REFERRALS

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For step by step information on filling the referral form please check the below training materials

https://fbss.furniturebank.org/courses/

Course Name : <u>CASE SUBMISSIONS</u> <u>THROUGH COMMUNITY</u> <u>PORTAL (REFERRALS)</u>





CLIENT REFERRALS

Service criteria NOT met: We will inform the caseworker about the reason and close the case

After submitting the Case ,MHO will receive the client details through Salesforce system

Case assessment : MHO will contact the clients to evaluate their request

Example of disqualified cases : Cases for families looking for non-

Service criteria met: We will send the payment email to the case worker.

To confirm appointment, payment can be received by: -E transfer -Credit card -Cash (pay the fees in **Furniture Bank address**)

Payment received: We will contact the client and book the appointment

Payment not received: Case on hold through the system

furniture items only



Client attends appointment and receives gently used furniture

Case is closed and 50\$ will NOT be refunded if:

A-Client doesn't show up for the given appointment without 48 hours notification.

B-Client shows up for appointment but not choosing anything

THANK YOU





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