

First Presbyterian Church Furniture Ministry

508 West Davis Street, Burlington, NC 27215

336-212-2937 Fax 336-228-1705

Partner Agency Verification Checklist

Agent/agency is responsible for verifying the needs of their clients to ensure that The Furniture Ministry's resources are being used to serve those most in need.

Home Visit is strongly **recommended** in order to verify the client's needs. Preference is given to clients that have had a home visit to confirm their needs. **If a home visit has not been made, please verify the client's situation below by checking what is applicable and how you were able to verify.**

Moving from homelessness

- Letter from shelter on letterhead
- Letter from parole officer
- Letter from mental health facility
- Other _____

Moving from domestic violence

- Letter from shelter on letterhead
- Police report or agency letter Re: domestic violence
- Other _____

Recovering from fire, flood, natural disaster

- Letter from Red Cross
- Fire Department report
- Insurance report
- Other _____

Income does not meet Basic Needs

- Pay stubs indicating low income
- SSI letter indicating income level
- Public assistance letter indicating income level
- Other _____

Bed Bug Infestation (Letter verifying that treatment was completed)

Is the Client working with any other agencies? Yes or No

If Yes, please list _____

Client Name _____

Social Worker Signature _____

Date _____