

## **Children In Need, Inc.**

131 West North Ave., Hagerstown, Maryland 21740

301-671-2014 & 301-302-1683

Childreninneedwashingtoncounty.org

### **Client Information Sheet**

#### **CLIENT MONTHLY VISITS**

1. Your child must be a resident of Washington County, MD and eligible for Free And Reduced Meals or attending Head Start. Bring your "Household Benefits Notification" letter. If you do not have your letter, please call (301-766-2890) the Washington County Public Schools Food & Nutrition Services Department. When a parent/guardian signs the Children In Need, Inc. "Client Application Form" they are giving permission to verify each child's status with the Food & Nutrition Department and the Student Services Department at Washington County Public Schools, Head Start of Washington County or any other schools listed on the form.
2. Students enrolled in college, a trade school or home-schooled who still reside at home are eligible for services. You must bring proof of enrollment. They will not be eligible for the Back To School Voucher Program.
3. The center is open for clients on Wednesdays & Fridays from 8:30am to 12pm. The last order will be taken at 11:45am. CIN is also open for clients the second Monday night of each month from 5:30pm to 8pm. The last order will be taken at 7:45pm.
  - Everyone must wear a mask and social distance.
  - Only staff is allowed in the building.
  - CIN will do it's best to give your children appropriate clothing, however, we rely on donations and certain items may not be available when your order is filled.
  - Check in and show a picture ID (Maryland driver's license or Maryland ID preferred).
  - New clients will fill out an application and will be served the same day.
  - Fill out a request for services.
  - Each family will receive a bottle of shampoo, soap or body wash, toothpaste, and deodorant (for each child over 10 years old).
  - Underwear and socks are available every other month (January, March, May, July, September, November)
  - Each child may receive 2 coats per season (November 1st through February 28th).
  - Infants and toddlers will receive up to 20 pieces of clothing. NO toiletries, socks or underwear.
  - You can visit the center ONCE A MONTH. Our year runs from July 1st through June 30<sup>th</sup>. We are open all year round.

Please keep your information (address, phone number, etc.) current with our office. Notify CIN of any changes in guardianship, student status with WCPS, addresses, and phone numbers. CIN uses your current information for special events or special giveaways, therefore if you fail to keep your information up to date you will "miss out".

#### **ELIGIBILITY FOR BACK TO SCHOOL VOUCHERS**

1. You must have used the Center AT LEAST FOUR TIMES between September 1<sup>st</sup> and May 31<sup>st</sup> to be eligible for a voucher.
2. The Board of Directors of Children In Need, Inc. is solely responsible for the Back To School Voucher Program. The Board determines each year whether we will have the voucher program and how much the vouchers will be. No other organization is involved in the process.

#### **INCLEMENT WEATHER POLICY**

1. If Washington County Public Schools are closed for inclement weather - Children In Need is closed.
2. If there is a school delay - Children In Need is open at regular hours.

**Do not leave unattended children in the vehicle! We are obligated by law to report to the police and the Department of Social Services.**