

# The New Store Student Referral 2025-2026

890 W. Fourth St. Mansfield, OH 44906, 419/565-7505 or fax: 419/529-6522

Eligibility Criteria:

1. Child must be enrolled in the free/reduced lunch program or observed by school staff to be in need.
2. Child will be enrolled in preschool through 8th grade at any of the school districts in Richland County (referrals are also accepted by RCJFS caseworkers, Harmony House, DVS).
3. School office must fax or scan & e-mail the referral before the appt. can be made.
4. Parent or Guardian must call The New Store to schedule an appointment at 419/565-7505.
5. Parent or Guardian must be willing to complete an application for TANF services. Children in the same household meeting the above criteria can also be included in this referral.

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Referral Made: \_\_\_\_\_

Did the parent receive an instruction sheet on how to schedule an appointment? Yes _____ No _____
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<u>Child First &amp; Last Name</u>	<u>Gender</u>	<u>Grade</u>	<u>School Building</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

**IF YOUR CHILD IS IN PRESCHOOL (age 3 & up), YOU WILL NEED TO PROVIDE A CLOTHING SIZE AND SHOE SIZE WHEN YOU MAKE AN APPOINTMENT. PARENTS WILL BE GIVEN A BAG OF CLOTHING. THESE STUDENTS WILL NOT COME INTO THE STORE TO SELECT THEIR CLOTHING.**

SCHOOL PERSONNEL, PLEASE SIGN THIS FORM:  
Referral made by (Principal signature and School Building) \_\_\_\_\_

**SCHOOL OFFICE: FAX THE COMPLETED FORM TO 419/529-6522**

**Or email to: [kellyandress@thenewstore.org](mailto:kellyandress@thenewstore.org)**

## **Instructions for Parents to schedule an appointment at The New Store:**

1. **Wait for the school to fax or e-mail the referral before calling for an appointment.** School office staff are very busy! Please give them time to send us the referral!! We love our school staff for supporting this program!
  - **You must call** The New Store on **419/565-7505** to schedule an appointment for your child/ren. You **MUST** leave a detailed message if the call goes to voicemail and you **WILL** receive a return phone call. You will be provided with the earliest available date and time.
  - We do **NOT** initiate calls to parents. Parents must call us!
  - For preschool students, you will be asked for clothing and shoe size information, so please be prepared with that information.
2. You will receive a reminder notice in the mail around one week prior to your appointment. This envelope will also include an Application for TANF services, **WHICH YOU MUST COMPLETE AND BRING WITH YOU TO YOUR APPOINTMENT.** **These forms require social security numbers and dates of birth for all household members and must be filled out completely.** Your child/ren cannot be served without these complete documents.
3. Service will be provided at The New Store, which is in the Mid-Ohio Conference Center at 890 W. Fourth St., Mansfield, OH 44906. **Your child will be required to attend to receive clothing.**
  - You may allow a trusted relative or friend to bring your children to the appointment, IF you send the reminder letter **AND** complete TANF form with them.