

## Instructions and Tips

This shopping list is designed to help Contracted Providers (CCG/Supportive Housing) determine which essential goods/services (furniture, household items, groceries, etc.) a client might need in their new apartment. We recommend that you check with your client regarding funds to purchase these goods/services before requesting state funds. **This is a tool to use with the client; do not give this form to the client to complete on their own!**

**Don't select all** of the items on this list. This list should be used as a guide. Instead, work with your client to determine the specific goods/services that will be essential for them in their new apartment.

**The sooner you can request funds** to purchase these items from the client's Home and Community Services (HCS)/Area Agency on Aging (AAA) Case Manager, the smoother this process will go! Do not expect "overnight approval" of funds requests. **Do not make purchases until authorized by the HCS/AAA Case Manager.**

Clients will typically only need **2-3 days' worth of food** before their food assistance through DSHS will be accessible. Plan to purchase groceries that supplement the time between the client's discharge and their receipt of their EBT card. If the client already has food assistance available through DSHS, they should use those funds to purchase food. If there are any questions regarding this, please contact the HCS/AAA Case Manager or the assigned Public Benefits Specialist.

**Dietary considerations:** is your client diabetic? Eats kosher or halal or gluten-free foods? Has food allergies or is lactose intolerant? Is a vegetarian or vegan?

Consider **buying canned and/or frozen foods** as they have a longer shelf life. These funds **cannot be used** to pay for candy, cookies, gum, "junk food," soda, etc. Instead, suggest types of food that will sustain the client. Purchases of alcohol and/or cigarettes are also prohibited.

**Purchase restrictions:** no electronic devices used for entertainment purposes (i.e., TV, DVD player, etc.) can be purchased except AM/FM clock radio. No home decorations or gift cards/store vouchers are permitted. Twin/Full sized beds are permitted. A Queen/King sized bed is only permitted if there is a health/safety need -- this requires authorization from the Home and Community/Area Agency on Aging Case Manager.

When buying **furniture**, try to purchase items from stores that will deliver and set up the furniture. We would discourage contracted providers from doing heavy lifting, assembly, moving of furniture.

# Transition items

Client Name \_\_\_\_\_

## Living Room

- Chair, couch or loveseat (1 only)
- End Table
- Lamp
- Fan

## Kitchen

- Kitchen table and chairs
- Pots and pans
- Cups and mugs
- Plates and bowls
- Plastic storage containers
- Silverware
- Microwave
- Can opener
- Toaster
- Coffee maker
- Dish towels
- Broom and dust pan
- Garbage can
- Cutting board
- Ice cube trays

## Bedroom

- Bed
- Sheets
- Comforter/blanket
- Pillow
- Night table
- Bedside lamp
- Dresser

## Bathroom

- Shower curtain
- 2 Bath towels
- 2 Hand towels
- 2 Face cloths
- Bath mat
- Toilet brush
- Sponge
- Hairbrush / Comb
- Toilet plunger

## Clothing

- Shirts
- Pants
- Underwear
- Socks
- Jacket / Sweatshirts
- Pajamas
- Shoes

## Other

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

