

# **Back@Home Move-In Kit Ordering Instructions**

## **Instructions**

Each unit will receive a furniture kit, grocery kit, and welcome basket and necessary bedroom kits. Each household should complete a move-in kit form and adult or child bedroom form for each bedroom.

Items listed may be subject to change based on availability. If an item is out of stock, staff will substitute with a similar item.

If a household does not want or need items, they should not select a choice in that category.

To order a move-in kit, rehousing agencies should complete the following forms:

- Complete one Move-In Kit Form for each household
- Complete one Adult Bedroom Kit Order Form for each adult bedroom
- Complete one Child Bedroom Kit Order Form for each child bedroom\*
  - \*Teenage children may receive an adult bedroom kit if needed.

Submit all forms via the smartsheet Furniture Order Form on the smartsheet Back@Home portal.

## **Eligibility to Receive Move-In Kits**

All households receiving Back@Home financial assistance are eligible to receive move-in kits, *if they do not already have a form of assistance to pay for household items, like FEMA personal property assistance.*

Households receiving housing navigation only from Back@Home rehousing agencies are also eligible to receive move-in kits, *if they do not already have a form of assistance to pay for household items, like FEMA personal property assistance.*

Households may receive partial move-in kits if they already own certain items or FEMA personal property assistance will not be sufficient to provide all household items.

Households may not receive large furniture items they already own (if those items are safe and sanitary). All eligible households can receive food and other basic household goods.

Households may NOT receive more items than are allowed on the move-in kit forms.

## **Move-In Kit Order Form Instructions**

### **Welcome Basket**

Households may choose as many of the items from the welcome basket list as they would like.

### **Furniture Kit**

Households may only choose 1 option for the following:

- Sofa
- Coffee table
- Kitchen Table
- TV
- Lamps
- TV Stand

Households may choose multiple items of the following and should indicate the quantity they want:

- Curtains
- Curtain rods

Kitchen Table special instructions: Families of 4 or less may only choose the 4-chair dining set. ONLY families with 5 or more people may choose the larger sets.

### **Kitchen Kit**

Households may choose only one option in each category.

### **Bathroom Kits**

Shower Curtains

Indicate the number of bathrooms in the unit. If more than one bathroom, indicate the quantity needed for shower curtains, bath rugs and towels.

### **Food Kit**

Households may choose only one option in each category, except condiments in which households may choose all condiments they want.



### **Adult Bedroom Kit Order Form Instructions**

Complete one bedroom kit order form per adult bedroom. Indicate the number of adults in the bedroom. If two adults are in the room, two lamps/end tables will be ordered.

Choose only one option in each category, except curtains and curtain rods. Households may choose as many curtains and curtain rods as there are windows in the bedroom.

If household received a boxed mattress through Goods360, DO NOT order an additional mattress on the bedroom kit order form. Check “no” under Mattress Needed.

### **Child Bedroom Kit Order Form Instructions**

Complete one bedroom kit per child bedroom. Indicate the number of children in the bedroom.

Choose as many items from each category as there are children in the bedroom, except curtains and curtain rods. Choose as many curtains and curtain rods as there are windows in the bedroom.

### **Smartsheet Furniture Order Form Instructions**

Complete all fields on the Smartsheet Furniture Order Form.

Upload ALL order forms:

- Move-in kit
- Adult bedroom kit (1 for each adult bedroom in unit)
- Child bedroom kit (1 for each child bedroom in unit)

**Household phone:** Make sure to include a phone number that will be able to reach the household when items are delivered. Rehousing Agencies may list their own phone number instead, if needed.

**Confirmation:** NCCEH staff will email an order confirmation to the Rehousing Agency Point of Contact indicated on the Furniture Order Form.

**Delivery:** Items will be delivered to the address but will not be moved into the unit. Items will not be delivered all together.