

Referral Agency Memorandum of Understanding

Agency Requirements

- Agency must be a non-profit organization or a government program.
- Agency offers job skills training or job preparedness or other resources dedicated to helping low-income women find employment.
- In addition to a signed Referral Agency Agreement, each agency must complete an application, and submit verification of non-profit status and a referral agency pamphlet or brochure describing the organization.
- Prior to approval, a site visit and interview will be conducted.
- A Quarterly Referral Agency meeting will be set up to provide an opportunity to evaluate the mutual effectiveness of the partnership.
- Representative(s) of each agency are encouraged to volunteer at the Dress for Success Lexington boutique, office, Career Center or fundraising events to learn more about the organization.

Policies for Agencies

- Agency contacts must attend a Dress for Success® Lexington orientation session.
- Agency must screen potential Dress for Success Lexington clients to ensure that they are low-income women who are job ready, have a confirmed interview scheduled and need professional clothing.
- Agency will review the Client Referral Form with the woman being referred.
- Agency will adhere to the referral procedures as established by Dress for Success Lexington.

Policies for Clients

- Clients arriving more than 15 minutes late will not be suited. However, clients should not arrive more than 15 minutes early.
- Clients must come to their suiting appointment alone. If the client arrives with individuals (such as children) who cannot wait outside, the client will have to reschedule her appointment.
- Clients will be asked to reschedule if Dress for Success Lexington feels that their level of personal hygiene may jeopardize the condition of the clothing they are trying on.
- Clients are expected to demonstrate professional conduct and a positive attitude. Those who do not may be asked to leave and may not be eligible to reschedule.
- Clients who miss their appointment and do not call in advance will not be contacted by Dress for Success Lexington to reschedule. The referring agency will be informed of the no-show.



Referral Agency Memorandum of Understanding:

Name of Agency: Family Care Center -

Address: 1135 Red Mile Place Email: tcompton@lexingtonky.gov

Phone: 859-288-4015 Fax: 859-288-4073

One of the signatures below must authorize each Client Referral Form sent from your agency.

Primary Contact: Tiffany Compton Signature: Tiffany Compton

Title: Family Services Manager E-mail: tcompton@lexingtonky.gov

Secondary Contact: Sandra W. Young Signature: Sandra W. Young

Title: Life Skills Program Instructor E-mail: syoung@lexingtonky.gov

I hereby confirm that the Agency listed above has been informed of the Agency requirements and does qualify to partner with Dress for Success Lexington. Additionally, the Agency agrees to adhere to the Policies for Agencies and acknowledges and understands the Policies for Clients.

Dress for Success Lexington, having in common with the Agency, the goal of empowering disadvantaged women who seek employment, agrees to "suit" clients with dignity and respect. Dress for Success Lexington reserves the right to revoke membership should a referral organization or its representatives violate the stated policies and procedures.

Dress for Success Lexington has permission to use the name of the Agency for stories or advertisements that may be solicited on its behalf. This may include, but is not limited to, print and broadcast media, print advertising, website advertising, promotional videos and/or public service announcements.

Authorized signature for Referral Agency: _____

Printed name: _____ Title: _____

Date: _____

Family Care Center (Agency) has met the necessary requirements and been approved to become a Dress for Success Lexington Referral Agency.

Dress for Success Lexington Representative Signature: Analisa Wagoner

Printed name: Analisa Wagoner Title: Executive Director

Approval Date: 3/25/14