

## CLIENT GUIDELINES



Workforce Readiness  
Career Center



Empowerment Suiting  
Interview & Workplace



PROFESSIONAL WOMEN'S GROUP  
DRESS FOR SUCCESS  
Employment Retention

**Appointment Date/Time:**

**Referring Agent/Agency:**

1204 North High Street Columbus, Ohio 43201 614.291.5420 ext. 16  
Website: [www.dfscmh.org](http://www.dfscmh.org) email: [toya@dfscmh.org](mailto:toya@dfscmh.org)

ALWAYS FREE OF CHARGE FOR EVERY WOMAN WE SERVE – REFERRAL & APPOINTMENT REQUIRED

- An appointment is necessary for services at Dress for Success Columbus. We work exclusively with women who are referred by partner social service agencies, and by appointment only.
- Your advocate will schedule your appointment for you and advise of the date/time reserved.
- Dress for Success Columbus is located at 1204 North High Street, Columbus, Ohio 43201, at the corner of 5<sup>th</sup> and High in the Short North district. The area is serviced by COTA lines 2, 5, and 8. There is metered parking available on High Street – Dress for Success Columbus will provide you with a card to pay for the meter.
- The following documentation is **required** at the time of your appointment:
  - Photo ID
  - Social Security card
  - FOR EMPLOYED CLIENTS ONLY - Proof of employment (a recent pay stub or letter from employer stating your name, position, hours working, and wage)
- Please wear comfortable attire. You will be trying on clothing, shoes, jewelry, and we will provide nylons and/or knee highs.
- PLEASE BE ON TIME. Contact our office at 614.291.5420 if you will be more than 15 minutes late. If you arrive more than 15 minutes late and have not contacted us, we may have to reschedule your appointment. *If you know you will not make your appointment and do not call to reschedule within 48 hours of your scheduled visit, your referral is no longer valid. You will need to contact your advocate (case worker) to obtain another referral for our services.*
- **This is a special time for YOU. Children, husbands, boyfriends, girlfriends, or others are not permitted to attend the appointment with you. Dress for Success Columbus wants to make your visit memorable and all about you.**
- Clients receive one (1) interview suiting and one (1) employment suiting per year (365 days). Exceptions made in extenuating circumstances.
- Enjoy your personal shopping experience, and please provide us with feedback about your visit.

**WE LOOK FORWARD TO WORKING WITH YOU!**