

Picture ID is required for ALL Services. Social Security Cards are requested.

WALK-IN SERVICES:

Food Pantry and Clothing Vouchers:

- You must live in one of BCM's zip codes.
- You must bring in proof of address:
 - Lease or mortgage papers **OR**
 - Two pieces of official mail with name and address.
- You must bring ID for every household member, including children.
 - Social Security cards are requested.
- Homeless individuals are not required to provide proof of residence and can receive a daily snack bag and two clothing vouchers per year.

New Worker Support:

- You must live in one of BCM's zip codes and bring in proof of residence as outlined above.
- Homeless clients are not required to provide proof of residence.
- You must bring in a signed letter from your new employer on company letterhead stating the following:
 - Start date
 - Date of your first paycheck
 - Requirement for the job
 - Company phone number (**cannot be a cell phone number**)
- You must be willing to sign a release of information so that staff may verify all documents provided.

APPOINTMENT SERVICES: FINANCIAL ASSISTANCE

- **You must call BCM's Helpline to make an appointment for an in-office interview to see whether or not you qualify for financial assistance.**
- You must live in one of BCM's zip codes.
- You must have a current lease or mortgage in your name and have lived at that address and paid **3 full months of rent or mortgage.**
- You must be employed, or have been employed **within the past 12 months**, or be unable to work because of age or disability and provide proof.
- You must bring in proof of employment or disability.
- You must have a **documented** emergency **within the past 12 months.**
 - For example: an illness or death in the family, reduction in work hours or pay, job loss, accident or been a victim of a crime, natural disaster or domestic violence.
 - You must be willing to sign a release of information so that staff may verify all documents provided.

You may be denied services, or banned from further services, if you are disruptive or disrespectful of others, or if you have falsified documents or been dishonest.



OFFICE HOURS

Mondays	10:00 a.m. to 4:00 p.m.
Tuesdays	10:00 a.m. to 4:00 p.m.
Wednesdays	1:00 p.m. to 4:00 p.m.
Thursdays	10:00 a.m. to 7:30 p.m.
Fridays	10:00 a.m. to 4:00 p.m.

HELPLINE HOURS

For financial assistance, you must call the Helpline to make an appointment.

404-239-0038

Mondays	10:00 a.m. to 1:00 p.m.
Tuesdays	10:00 a.m. to 1:00 p.m.
Wednesdays	1:00 p.m. to 4:00 p.m.
Thursdays	1:00 p.m. to 4:00 p.m.
Fridays	10:00 a.m. to 1:00 p.m.

ZIP CODES WE SERVE

30305	30309	30311	30318	30319	30324
30326	30327	30329	30331	30340	30341
30342	30345	30360			

If you have questions, concerns or suggestions about the services at BCM,
please ask to speak with a Program Manager.

2847 Piedmont Road, NE · Atlanta, GA · 30305
Helpline 404-239-0038 · Fax 404-239-0871 · www.buckheadchristianministry.org