

Online Purchases

Furnishing and Move-In Kit: Agency Reimbursement Info Guide

Funding Caps

Funding limits are determined by household size. The chart below outlines the maximum approved amount based on the number of household members. Funding begins at \$750 for a one-person household, with the approved cap increasing by \$250 for each additional household member.

Household Size Standard Cap

1 Person	\$750
2 People	\$1,000
3 People	\$1,250
4 People	\$1,500
5 People	\$1,750

Caps include:

- Item cost
- Shipping and delivery
- Assembly costs (if applicable)

Taxes are not included.

Allowable Purchases

Items must be equivalent to those typically provided through Furniture One.

Furniture	Move-In Kits	Cleaning Supplies
Bed: mattress and frame	Bedding and towels	Mop and bucket
Dresser	Dishes, cups, cookware, utensils	Broom and dustpan
Sofa or loveseat	Trash cans	Basic household cleaning items
Dining table and chairs	Shower curtain	

Reasonable accommodation may be made for households with special needs or family-specific circumstances, when appropriate.

Non-Allowable Purchases

The following items are not permitted:

- Gift cards or cash equivalents
- Electronics (TVs, gaming systems, tablets, etc.)
- Luxury or decorative items
- Food or groceries
- Items inconsistent with Furniture One inventory standards

Documentation Requirements

All purchases must be submitted through Padmission Agency Reimbursement and include the following documentation:

- **Order Invoice**
 - Amazon, Target, or Walmart invoice
 - One household per invoice
 - Itemized purchase list
- **Proof of Payment**
 - Cancelled check
 - Bank statement showing payment

Incomplete submissions can result in delayed reimbursement or denial.

Submitting a Request

1. Neighbor Moves into Housing
 - The household secures housing with a signed lease
2. Case Manager Identifies Household Needs
 - The Case Manager works with the neighbor to identify essential furniture and move-in items needed for the unit.
3. Purchase of Allowable Items
 - The Case Manager or designated agency purchaser orders approved items through an online retailer (Amazon, Target, or Walmart), ensuring all purchases meet pilot guidelines and spending caps.
4. Submit Reimbursement Request in Padmission Journey
 - The Case Manager submits an Agency Reimbursement payment request in Padmission Journey and uploads the required documentation.

- Required documentation includes:
 - One itemized invoice per household
 - Copy of the signed lease
 - Proof of payment (bank statement or cancelled check)