



**REGULAR HOURS REMAIN THE SAME.
WE ARE OPEN:**



Walk-ins: Monday, Wednesday, Friday 9 AM – noon

Seniors Only: Tuesdays and Thursdays 9 AM - noon

By Appointment: Tuesday, Thursday 4 PM – 7 PM

(Appointments will be given to those with proof of employment or other reason that impedes coming during walk-in hours)

1. Upon arrival, sign in.
2. **If you have a card**, write your case # on the sign in sheet.
If this is your first time, staff will give you a brief application and call you at a later time to gather any other information needed.
3. Staff will check the sheet and bring you a pre-packaged box.
4. If additional documents are needed, you will find a list of them in your box. Please bring items next time. Failure to do so may keep us from being able to serve you in the future.
5. If you have any questions, or to make an evening appointment, please call 716-366-3701.