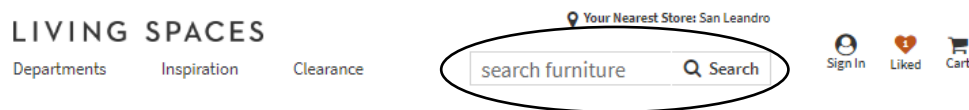


HOME STRETCH HOUSING ASSISTANCE FUND

Instructions for Requesting Home Furnishings and Household Items from Living Spaces

Applicants and service providers should complete this process together. Please remember that only items on the ‘Approved Home Furnishings and Household Items’ list can be requested and the total cost of the requested items, including any shipping costs and taxes (tax rates may vary based on location), cannot exceed the approved amount. Applicants can request items from up to 2 of the approved vendors. See the Home Furnishing and Household Item vendor list.

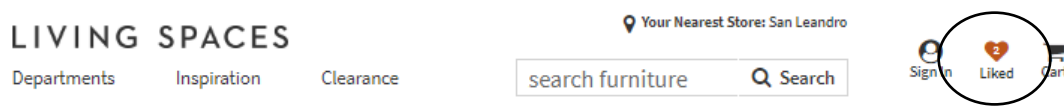
- 1) Go to www.livingspaces.com.
- 2) Use the search bar at the top of the page to find items you want.



- 3) When you find an item you want, click on that item.
- 4) To add the item to your list, click **Like It**.

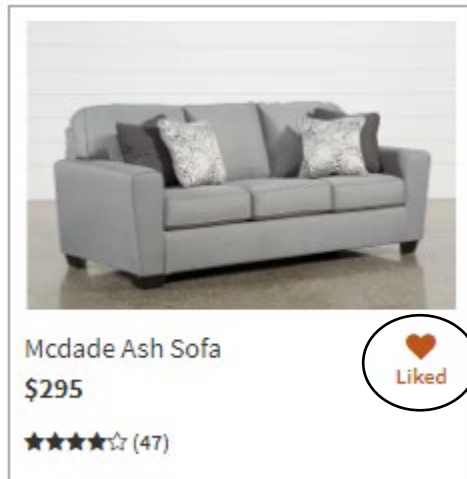


- 5) Continue to add items to your list by liking them.
- 6) Once you believe that all of the items you want are added to your list click **Liked** in the top right hand corner of your screen to review your list of liked items.

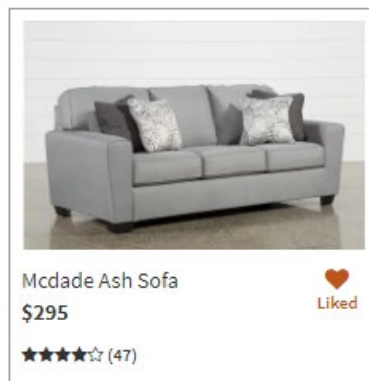
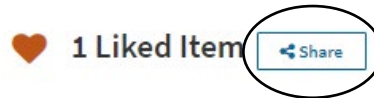


- 7) Review the items to ensure that all of the items you want are on your list, the quantity is correct, and there are no additional items on your list. You will also need to add up the cost of the items to make sure that your request is not exceeding the approved amount, be sure to include shipping costs in your calculation.

You can click use the search bar again to continue shopping if you realize that something is missing or you can click the red **Liked** icon within the items thumbnail to remove an item from your list.



8) Once your list is complete, click **Share**.



9) You can copy the link by clicking **Click to Copy the Link** or click **Email** to e-mail directly from that page.

10) The service provider then sends the link to the HCSA Housing Solutions for Health staff along with the address where the items should be sent and information about whether or not the items can be sent immediately.