



## StyleHER Policy

StyleHER is our workwear program that helps empower Dress for Success Cincinnati clients and helps them build confidence to reach self-defined success in work and life by providing personal styling consultations and attire to make a positive first impression in the workplace.

### How Does a Woman Become a Client?

She can be referred by a DFSC referral partner or can complete her own self-referral.

### Who's Eligible?

Clients are eligible for one interview styling appointment per 365-day period and one employment styling appointment per 365-day period. Occasionally, there are extenuating circumstances in which a client may need an additional appointment within the 365-day period. Clients are eligible to be restyled at the discretion of the Styling Services Manager with a new referral and required documentation.

Below is a list of some examples that would be considered extenuating circumstances, for which a client may qualify for an additional appointment within the 365-day period. If a unique situation arises and there is uncertainty how to handle it, the Styling Services Manager will partner with leadership to make a determination.

- Pregnancy (styled during pregnancy or becomes pregnant after her styling appointment)
- Extended or changing job searches with different interview attire needs
- Change in employment or internship to a different industry
- Vocational training (ex. client came through with a case worker referral then enrolled in a Cincinnati Cooks program, this client would be eligible to be styled again)
- Style Kit (During the pandemic we offered style kits in which clients were able to receive a free interview outfit or capsule employment styling virtually. Since they were not able to come into the office they were given the option of the kit and invited back once our doors reopened)
- Significant weight loss or weight gain
- Sizing not available due to inventory
- Clothing stolen
- Feedback from her employer on her dress and needs additional assistance

## Appointments

We have two types of styling appointments: **Interview Appointments** and **Employment Styling Appointments**. Interview Appointments provide everything a client needs to make a professional first impression. Employment Styling Appointments provide clients with 10 mix & match pieces to help her be prepared for her job and to maintain a professional appearance while in her first 60 days of employment.

Sometimes these appointments can be combined into one scheduled appointment, for example, if a woman gains employment in the interim between her initial referral and her scheduled appointment.

**Interview Styling** provides clients with a complete ensemble appropriate for job interviews, including, for example, blouse, shoes, accessories and handbag selected with a Personal Stylist.

Pick One Base Piece	Add Supporting Piece	Add One Layering Piece	Accessories: Add one of each
Suit	Blouse, Cami, or Tank		Jewelry, Handbag, Shoes, Scarves
Dress		Jacket or Cardigan	Jewelry, Handbag, Shoes, Scarves
Pants	Blouse, Cami, or Tank	Jacket or Cardigan	Jewelry, Handbag, Shoes, Scarves
Skirt	Blouse, Cami, or Tank	Jacket or Cardigan	Jewelry, Handbag, Shoes, Scarves
<b>When in Stock</b>			
When in stock, the following items are available one per client as supplies are often low and hard to replenish: bras, panties, goodie bags, hose and coats			

**Employment Styling Appointments** are for clients who are employed. Clients are required to share proof of employment. Examples include: letter from employer, email from hiring manager or pay stub. Clients are required to request a styling appointment within the first 60 days of employment, as the purpose is to ensure they have the appropriate clothing to start new jobs. Occasionally, there are extenuating circumstances in which a client may qualify for an employment styling appointment, even if her request is received more than 60 days after beginning employment, for example, but not limited to: promotion or change in position that requires different employment attire, dress code feedback from an employer or a need for employment attire that will fit during pregnancy. Clients are eligible for employment styling appointments requested after the first 60 days of employment at the discretion of the Styling Services Manager.

At the employment styling appointment, we will provide clients with 10 mix & match pieces. These pieces may include suits (count as two pieces), pants, jackets, skirts, tops, dresses, scrubs/medical uniforms and shoes, to fulfill their day-to-day work attire requirements. An additional 5 coordinating accessories are added to their wardrobe, along with personal care items, if available.

## **Inventory**

**Our inventory changes daily** as we receive donated items on a regular basis. This may mean we might not have a certain size at a given time. We do our best to try to style all our clients. However, if we do not have a size or item that works for a particular client, we will make a note in the client's file, and she can come back when the item/size is in stock. Depending on the availability of grant funds, we can sometimes make purchases of special sizes or items needed, particularly items required for a client to begin employment. Such purchases are at the discretion of the Styling Services Manager, with approval by the Executive Director.