



**DRESS FOR  
SUCCESS**  
CINCINNATI

## **StyleHER Policy**

StyleHER is our workwear program that helps empower Dress for Success Cincinnati (DFSC) 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 or a Styling Coordinator 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 or a Styling Coordinator 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)
- Received a Style Kit that didn't work
- 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 great first impression. Employment Styling Appointments provide clients with 10 mix & match pieces to help her be prepared for her job. 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 two complete ensembles appropriate for job interviews, as well as shoes, accessories a handbag and undergarments, selected with a Personal Stylist.

**Employment Styling Appointments** are for clients who are employed. Clients are required to request styling appointment within 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 or a Styling Coordinator.

At the employment styling appointment, we will provide clients with 10 mix & match pieces. These pieces may include suits, pants, jackets, skirts, tops, dresses, scrubs/medical uniforms and shoes, to fulfill their day-to-day work attire requirements, along with personal care items, if available.

### **Style Kits**

Style Kits are an alternative solution for clients who do not have the time or availability to schedule an in-person styling appointment. A Personal Stylist curates a client's interview outfits and/or 10 pieces of employment attire based on a detailed style questionnaire completed by the client. The client is then able to pick up the kit from the DFSC office or Portaluca during regular business hours.

### **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 VP of Programs & Strategic Initiatives.