

# Goodwill of North Central West Virginia

## Voucher Assistance Program Referral Form



Goodwill works to enhance the dignity and quality of life of individuals and families by strengthening communities, eliminating barriers to opportunity, and helping people in need reach their full potential through learning and the power of work. This mission continues to be supported through the items that are donated to our retail stores, which fund programs to help people find and keep jobs and obtain financial stability. The Voucher Assistance Program is our way of partnering with other nonprofit agencies to meet the needs of individuals and families in the community. The funds are limited, one-time, and the following guidelines apply:

- ✓ Vouchers can only be distributed to nonprofit social service organizations **(you must include 501(c)(3) verification letter with application)**. Vouchers cannot be issued directly to individuals.
- ✓ All requests for vouchers must be submitted using the form below.
- ✓ All requests must include a description of the circumstances which prompted the need for a voucher.
- ✓ Vouchers are only valid at Goodwill of Southwestern Pennsylvania stores (for store locations, visit [www.goodwillswpa.org](http://www.goodwillswpa.org)).
- ✓ **Vouchers cannot be sent directly to your clients.**
- ✓ Please allow up to 4-8 weeks for the review process, notification, and delivery of the voucher.

### Referring Agency Information

Primary Agency Contact Name (Printed):		
Agency:		
Primary Phone #:	Primary Email:	
Secondary Agency Contact Name (Printed):		
Secondary Phone #:	Secondary Email:	
Agency Address:		
City:	County:	Zip Code:
Signature of Referring Agency Contact:		Date:

### Participant Information

Name:	Number of People in Household:
Phone #:	
Explanation of Need <i>(use back of page if additional space is required)</i> :	

Please send application **and 501(c)(3) verification letter** by fax or email to:

**Welcome Center, Goodwill of North Central West Virginia**

[welcome@goodwillncwv.org](mailto:welcome@goodwillncwv.org) | 1-877-499-3526 | Fax #: 412-632-1442

You may also complete the online form and upload verification at [www.goodwillncwv.org/voucher](http://www.goodwillncwv.org/voucher)

### To be completed by Goodwill staff:

*For staff completion only*

Notes:

- All docs received
- Data entered into tracker
- Card activated

Amount issued:

Approving Staff Signature:

Date: