

Goodwill of Southwestern Pennsylvania

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).
- ✓ **Vouchers cannot be sent directly to your clients.**
- ✓ Please allow 1-2 weeks for the review process, notification, and delivery of the voucher.

Referring Agency Information

Agency Contact Name (Printed):		
Agency:		
Phone #:	Email Address:	
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, email, or mail to:

Welcome Center, Goodwill of Southwestern Pennsylvania

118 52nd Street, Pittsburgh, Pennsylvania 15201

welcomer@goodwillswpa.org · 1 -877-499-3526 · Fax #: 412-632-1442

You may also complete the online form and upload verification at <http://www.goodwillswpa.org/Voucher>

To be completed by Goodwill staff:

<i>For staff completion only</i>	
Notes:	<input type="checkbox"/> All docs received <input type="checkbox"/> Data entered into tracker <input type="checkbox"/> Card activated
Approving Staff Signature:	Amount issued: Card #: Date: