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**Clothing and Household Voucher Guidelines for Partnering Agencies**

A partnering agency may make a request for a clothing or household voucher on behalf of an individual or individuals who have barriers to employment. Barriers can include, but are not limited to disabilities, unemployment, and a criminal background, among other issues. **A separate voucher request must be filled out for each individual as well as each clothing/household request**. Example: If an individual needs interview clothes and also needs household items such as dishes, 2 separate voucher request forms must be filled out; one for attire to hire and one for household needs.

1.The Attire to Hire vouchers are issued to adults and are good for up to 2 interview or employment outfits with 1 pair of shoes. New goods are not included. *\*If there is a greater need, the partnering agency should relay that to the Goodwill Mission Staff approving the voucher.*

2. The Clothing for Kids vouchers are issued to children in need and are good for up to $25 worth of clothing. New goods are not included. *\*If there is a greater need, the partnering agency should relay that to the Goodwill Mission Staff approving the voucher.*

3. You may submit a request for Household/Furniture vouchers to Goodwill. Request for these items are dependent on what is available at the store. New goods are not included. It is important to note that we do not have beds are our stores.

4. Vouchers must be **COMPLETELY** filled out and emailed to Vouchers@goodwillni.org for approval. Once approved, the partnering agency will receive an email informing them of the approval. The recipient of the voucher has 30 days from the approval date to redeem the voucher. The recipient is advised to check-in with the manager on duty, provide their name and inform them they have a voucher, so they may have it available at the time of checkout. The voucher is signed by the recipient when it is redeemed at the store.

5. Individuals are only permitted **ONE** approved voucher per year, unless there is an emergency circumstance. At which time the partnering agency should relay this to the Goodwill Mission Staff approving the voucher.

6. The physical voucher should **NOT** at any given point be provided to the recipient.

7. Partnering agencies should **NOT** modify the voucher limits. Only Goodwill Mission Staff can modify a voucher. *\*If there is a greater need, the partnering agency should relay that to the Goodwill Mission Staff approving the voucher.*

8. All voucher requests must be submitted in electronic **Word** format via email.

\*\*Please note: Vouchers should not be scanned directly to vouchers@goodwillni.org with no further contact information.

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Instructions for clothing vouchers for Partnering Agencies

* **Date of Request** is the date the voucher was filled out.
* **Name of Participant** should include a full name. \*Unless there are security circumstances, in which case a first name would suffice.
* **Address** should be filled out. Unless there are security circumstances, in which case the partnering agency may use their address.
* **Date of Birth** and **Phone Number** should be filled out. \*If an individual does not have a phone number, the partnering agency may put their office number.
* **Organization & Name of Individual Referred by** should list the name of the Organization/Agency, and individual from the organization/agency who filled out the form on behalf of the recipient.
* **Barriers to Employment** should be filled out.
* **Goodwill Location Requested** should state what store the recipient will be visiting. \*It is very important this to be filled out, so the correct store receives the voucher.
* **Items Requested** should be filled out based on individual needs. There are general guidelines above and on the voucher form.

The remainder of the voucher form will be filled out by a Goodwill Mission Staff at the time of approval.