

## **WV DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

### **2003 WEST VIRGINIA SCHOOL CLOTHING ALLOWANCE PAYMENT**

#### **INSTRUCTIONS**

**(Please read carefully before using vouchers.)**

**You should have in this envelope, vouchers totaling \$150 for each of your eligible school-age children.**

**If you did not receive a total of \$150 voucher(s) for each of your eligible school-age children, please contact your Worker in the local office as soon as possible.**

**If you receive a voucher for a child who is no longer in your home or who will not be attending school, you must return the voucher to your local Department of Health and Human Resources Office.**

#### **HOW VOUCHERS ARE USED**

**Vouchers can be used only for the purchase of your children's clothing and shoes. If you sew, you may purchase materials appropriate for making clothing.**

**By using a voucher you actually get more for your money, as you do not pay sales tax on these purchases. You actually receive 6% more than with the same amount of cash.**



## **IT CAN PAY TO "SHOP AROUND"**

**Stores have been encouraged to offer discounts. Therefore, we advise you to shop around and learn which stores in your area offer the best prices.**

**All of your vouchers do not have to be used in the same store. You cannot, however, use part of a voucher in one store and the rest of the same voucher in another store.**

**If you purchase less than the amount of a voucher, the remainder cannot be refunded to you. For example, if you have taken a \$150 voucher to the store, but only select items totaling \$145, you will lose the other \$5. It is to your benefit to shop around and be certain that the store has enough of the items you need to allow you to use the full amount of the voucher.**

**If your selections total more than the value of the voucher, the store will deduct the amount of the voucher and you must pay the balance.**

### **AT THE STORE**

**When you have decided at which stores you will shop, make your selections and present the voucher to the clerk or store manager. Most stores will already have a system worked out for handling vouchers. You will be asked to sign the statement on the voucher certifying that you have received these purchases and that you have voluntarily chosen to use the voucher. The store will not accept the voucher without your signature.**

**You must present the entire voucher at the store. Do not separate the form or remove any copies.**

**ALL VOUCHERS MUST BE USED BY OCTOBER 31, 2003**

