

**WV DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
WEST VIRGINIA SCHOOL CLOTHING ALLOWANCE PROGRAM**

**INSTRUCTIONS**

*(Please read carefully before using vouchers.)*

You should receive vouchers for each of your eligible school-age children. If you do not, please contact your Worker in your local Department of Health and Human Resources Office as soon as possible.

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.

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. 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.

Make your selections and present the voucher to the clerk or store manager. You will be asked to sign the statement on the voucher certifying that you have received these purchases.

You must present the entire voucher at the store. Do not separate the form.

**ALL VOUCHERS MUST BE USED BY THE EXPIRATION  
DATE PRINTED ON THE FORM.**