



# Portage Metropolitan Housing Authority

## Request for Social Service Referrals or Assistance (PUBLIC HOUSING RESIDENTS ONLY)

PMHA's Social Services Coordinator requires 48-hour notice in connection with any requests for assistance. Please complete this form and leave it with the receptionist.

Please be advised of the following:

- *Certain types of assistance, including but not limited to gasoline gift cards and furniture vouchers, are funded through a HUD grant that helps residents on a **limited case-by-case basis**, for limited reasons, when residents have sought out assistance elsewhere (family/friends, free furniture & clothing centers, food pantry, etc.) and all other options have been exhausted. **You will be asked to provide documentation of your attempts to utilize other options.***
- *If you are requesting a gift card, before completing this form **you must contact the information and referral line at Portage211, by dialing 2-1-1 on any phone**, to attempt to find assistance from local social service agencies or other service providers.*
- *If you have requested and received a gift card from PMHA within the past six (6) months, you may be denied another gift card at this time.*

List the type(s) of assistance or referral(s) you are requesting, and the reason for your request, in the space below.

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\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For use by PMHA only**

**Date Received (date stamp below):**

**Date Completed:** \_\_\_\_\_

**Completed By:** \_\_\_\_\_