



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, such as gift cards (for gasoline, clothing, shoes, household items, food, etc.), 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 clothing center, food pantry, etc.) and all other options have been exhausted.*
- *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.

Name (please print)

Address

Telephone Number

Signature

Date

For use by PMHA

Date Received (date stamp below):

Date Completed: _____

Completed By: _____