

Referring Agency Agreement

Goodwill Industries of Kentucky, Inc. ("Goodwill"), through its Cars to Work program, helps people with disabilities or other disadvantages obtain affordable transportation to maintain employment and establish a positive credit history. Goodwill has a nonprofit auto dealer's license which allows the organization to make cars available only to clients of nonprofit organizations or government agencies. Goodwill requires organizations and agencies to sign a referring agency agreement prior to referring applicants to the program.

Commitments

This agreement is entered into by Goodwill and the referring agency identified in the next section.

Under this agreement, Goodwill will:

1. Provide support to the referring agency for the agency's completion of Cars to Work program applications.
2. Notify the referring agency when referred applicants are approved or denied.
3. Answer questions the referring agency may have about the Cars to Work program.

Under this agreement, the referring agency will:

1. Help applicants complete Cars to Work program applications in accordance with program procedures.
2. Verify that applications are complete before submitting them to Goodwill.
3. Assist Goodwill in contacting applicants and/or participants if Goodwill staff are unable to do so.
4. Limit referring case managers to those trained by Goodwill staff.

Referring Agency Information

Name of Referring Agency	Phone Number
Street Address	City, State Zip Code
Primary Contact	Primary Contact Email Address
Other referring staff at this location	County in which agency is located

Signatures

Referring Agency Signature	Date
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Goodwill Signature	Date
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Referring Agency Identification (ID) Number (to be completed by Goodwill staff): _____

www.goodwillkycarstowork.org

