



# Barriers to Employment Referral Protocol

We are excited to partner with you! The purpose of The Barriers to Employment Program is to assist individuals struggling to gain or sustain employment due to initial or unexpected expenses.

**Period of Available Funds:** September 1, 2025 – September 1, 2026.

\*Please note that funding may be expended prior to the period of available funds based on need and number of requests.

## Eligibility:

- Clients must have a State ID and proof of employment, consisting of a hire letter, pay stub, or note from employer with contact information.
- Clients must be a resident of Florence County or actively relocating to Florence County for employment.

## Allowable Requests:

- Requests must be approved by United Way of Florence County prior to client notification or release of funds.
- Requests can take up to 7 business days for approval.
- Requests for anything beyond the standard list of items and/or services below must be approved by United Way of Florence County. We encourage you to ask. We want to accommodate as many needs as possible.
  - Uniforms
  - Work footwear
  - Work supplies or tools
  - Bus passes
  - Childcare/Aftercare
  - Tires
  - One-time licensure, training, or certification fee(s)
  - One-time health/drug screening tests

**Usage Frequency:** This fund is a one-time assistance to the client. We want to make sure this is clear to partners and clients before the fund is used.

**Protocol:** Submit a completed BTE Referral Form.  
Forms are available [online](#).

**The referring agency must include:** Client's name and contact information, why the client is in need of assistance, what item or service is being requested, and where the client is working or interviewing.

**Timeframe:** If we are unable to reach the client within ten business days of the referral being sent to us, the case will be closed. We will then determine how we can best help and follow through with the client.

### **UWFC Contacts:**

Volunteer

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For more information, please visit <https://www.uwflorence.org/barriers-to-employment>