

## **Process for Donations of Computer Equipment**

### **Program Description:**

WNYIL receives donations of computer equipment on occasion. If in working order, the computers are available to consumers with disabilities who meet a certain criteria.

### **Eligibility Requirements and Points:**

- 1) Applicant with a disability receives 100 points. If the applicant does not have a disability, they are automatically rejected.
- 2) What the applicant will be using the computer for will be scored as follows:
  - School (20)
  - Work (20)
  - Therapeutic (15)
  - Recreational (10)
  - Other (5)
- 3) The applicant's financial needs will be scored as follows:

If an applicant has any of the following, they will receive 20 points. The applicant must supply a photocopy of their eligibility card.

- Medicaid
- Food Stamps
- Home Relief
- Aid to Families with Dependent Children
- Supplemental Security Income (SSI)
- Home Energy Assistance Program (HEAP)
- Veteran's Disability Pension (non-service related)
- Veteran's Surviving Spouse Pension (non-service related)

The applicant will receive the following points for the following monthly income ranges. Proof of income must be submitted with application, such as a copy of an award letter, current pay stubs, bank statement or any other documentation verifying income.

- Under \$1,000 (20)
- \$1000 - \$1499 (15)
- \$1500 - \$1999 (10)
- \$2000 - \$2499 (5)
- \$2500 and over (0)

The applicant will receive 1 point for each dependent.

- 4) The current computer status of an applicant will be scored as follows:
  - Do not own a computer (20)
  - Own a computer, but does not work (20)
  - Own a computer, but would like to upgrade (5)
- 5) An applicant's working knowledge of a computer will be considered as a tiebreaker between applicants. If they have working knowledge of a computer, the applicant will receive 1 point.
- 6) The applicant has the opportunity to provide any additional information that can assist the review committee in determining eligibility.

**Review Process:**

The Administrative Officer will receive the applications for scoring. The Computer Donation Review committee will review qualified applications. The committee will consist of the Administrative Officer and Technical Support Specialist.

The applicants with the highest scores will be awarded computer equipment first, as it becomes available. If there is no equipment available, the application will be placed in a pending file.

IL Section 3: Cons Comp Donation\_140423

## **Application Instructions for a Computer Donation**

### **Program Description:**

WNYIL receives donations of computer equipment on occasion. If in working order, the computers are available to people with disabilities that meet a certain criteria.

### **Application:**

- 1) Applicant must have a disability.
- 2) State what the computer will be used for:
  - School
  - Work
  - Therapeutic
  - Recreational
  - Other
- 3) Complete your household financial status:

If you receive any of the following, supply a photocopy of your eligibility card.

- Medicaid
- Food Stamps
- Home Relief
- Aid to Families with Dependent Children
- Supplemental Security Income (SSI)
- Home Energy Assistance Program (HEAP)
- Veteran's Disability Pension (non-service related)
- Veteran's Surviving Spouse Pension (non-service related)

Proof of income must be submitted with application, such as a copy of an award letter, current pay stubs, bank statement or any other documentation verifying income.

Provide your number of dependents.

- 4) Specify if you currently own a computer.
  - Do not own a computer?
  - Own a computer, but does not work?
  - Own a computer, but would like to upgrade?

- 5) State your experience or working knowledge of computers.
- 6) Provide any additional information that can assist the review committee in determining eligibility.

Sign and date the application. Mail it to the WNYIL, Inc. at 3108 Main Street, Buffalo, New York 14214 to the attention of Becky Usiak or give it to a staff person at the Buffalo Office.

If you have any questions or need assistance in completing the application, please call 836-0822 at extension 128.

The application review process will take 2 to 4 weeks. If you are eligible for a computer and there is one available, we will contact you to arrange equipment pickup. If you are eligible and there is currently no computer available, you will be contacted and put on a waiting list.

IL Section 3: Cons Comp Donation\_140423

## Application for Computer Donation

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

1. Do you have a disability?       Yes       No

Please check all that apply:

- Cognitive
- Mental Health/Emotional
- Physical
- Hearing
- Vision
- Multiple Disability

2. What would you be using the computer for?

- School
- Work
- Therapeutic
- Recreational
- Other: Please Specify: \_\_\_\_\_

3. Financial:

Do you receive assistance from any of the following?: (Please attach a copy of your benefit card.)

- Medicaid
- Food Stamps
- Home Relief
- Aid to Families with Dependent Children
- Supplemental Security Income (SSI)
- Home Energy Assistance Program (HEAP)
- Veteran's Disability Pension (non-service related)
- Veteran's Surviving Spouse Pension (non-service related)

What is your level of monthly household income? (Please attach a copy of an award letter, current pay stubs, bank statement or any other documentation verifying income.)

- Under \$1,000
- \$1000 - \$1499
- \$1500 - \$1999
- \$2000 - \$2499
- \$2500 and over

What is your number of dependents? \_\_\_\_\_

4. What is your current computer status? (Please check one)

- Do not own a computer
- Own a computer, but does not work
- Own a computer, but would like to upgrade

Type of computer you own \_\_\_\_\_

5. Do you know how to use any of the following computers?

- a) IBM or compatible  Yes  No
- b) Macintosh  Yes  No
- c) Other  Yes  No Specify: \_\_\_\_\_

6. Additional information that you feel is would be helpful in determining eligibility:

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I verify that the above information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
WNYIL Staff's Signature Date

**Application for Computer Donation  
Award Sheet**

Date Reviewed: \_\_\_\_\_

Total Points Earned \_\_\_\_\_

Application Approved:  Yes             No

If approved, type of computer and equipment awarded: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_

Date Applicant Contacted: \_\_\_\_\_

Date to be picked up: \_\_\_\_\_

Date picked up: \_\_\_\_\_

**\*NOTE:** A release of liability form must be reviewed and signed by applicant at the time they are receiving equipment.

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