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| C:\Users\LANGWC\AppData\Local\Temp\1\wzdb6b\JFS_LogoFinals\PNG\JFS_Logo_Black_Full_Horizontal.png  222 East Central Parkway ⦁ Cincinnati, OH  45202  Voice: (513) 946-7263 ⦁ Fax: (513) 946-7263  Email: Nicole.Peace@jfs.ohio.gov | **Board of Commissioners:**  Denise Driehaus, Stephanie Summerow Dumas, Victoria Parks  **County Administrator:** Jeffrey Aluotto  **Interim Director:**  Tim McCartney  **General Information:** (513) 946-1000  **General Information TDD:** (513) 946-1295  **Website:** [www.hcjfs.org](http://www.hcjfs.hamilton-co.org) |

To whom it may concern:

Hamilton County Job and Family Services can provide retail, car repair, rent and deposit assistance, among other services for some Hamilton County residents. Payment for these services is authorized through a County Voucher.

Retailers and landlords in Hamilton County can accept those vouchers and submit them for payment to Hamilton County Job and Family Services.

In order to become a vendor for Hamilton County, please complete and submit the attached Vendor Registration form.

Subsequent to establishing a vendor status, a voucher issued to your organization by Hamilton County authorizes a good or service to be issued to the client indicated on the voucher. The Department of Job and Family Services will pay up to the amount shown on the voucher.

**Please do not enter into a vendor relationship or accept a voucher as payment for goods, services, or rent, if you need a check to be issued to you for payment of that voucher sooner than 60 to 90 days following approval of assistance for your customer/resident/renter.**

Please complete the lines below and send to [Nicole.Peace@jfs.ohio.gov](mailto:Nicole.Peace@jfs.ohio.gov) if you wish to register as a vendor with Hamilton County Job and Family Services.

Vendor Name

Signature of authorized party

Date

Email

Phone Number