

Eligibility

Surplus Personal Property

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Sheltered Workshops

SHELTERED WORKSHOPS

Sheltered workshops which are conducting training services projects under grants for the Vocational Rehabilitation Administration pursuant to the provisions of Section 13.(a) of P.L. 89-333 of the Vocational Rehabilitation Act Amendments of 1965, would qualify for full eligibility of the training departments as schools for the mentally retarded or physically handicapped.

All sheltered workshops should be given consideration for partial eligibility for their training departments as schools for the mentally retarded and/or schools for the physically handicapped. Workshops which do not have special training services project grants as described above may still be used by the State vocational rehabilitation office and by local schools or school districts as referral centers for training students or VRA clients in occupational skills. Special consideration should be given in evaluating applications for eligibility from any sheltered workshop providing training for the physically or mentally retarded. The primary objective for the determination of eligibility is whether or not the primary activity of the applicant is one of training rather than employment for production work. Sheltered workshops which are operated primarily to provide sheltered employment and do not provide training cannot be considered for even partial eligibility.

ELIGIBILITY REQUIREMENTS:

1. A copy of the tax-exemption under the provisions of Section 501 of the Internal Revenue Code of 1954.
2. A copy of the letter of approval of the grant or a letter from the State Vocational Rehabilitation office certifying to its grant for a training services project.
3. Applicants being considered for partial eligibility for its training program should submit requirement in item one and evidence of approval from the appropriate office of the State responsible for certifying programs for the mentally retarded and physically handicapped.
4. A complete narrative of the program shall accompany the application. The narrative should include a description of the program, its services, facilities, people served, staff, etc.

5. A copy of the programs current financial statement should accompany the application.

Sheltered workshops either fully or partially eligible, should be updated annually.

Apply for Eligibility

To apply to receive surplus property simply open, print, and fill-out the [Nonprofit Organization Eligibility Application](#).

Additional Application Requirements

Include a complete narrative of your program describing level of courses, enrollment, facilities, staff, etc. with your application.

A copy of the tax-exempt ruling must accompany the application. The ruling must have the correct name and address of the applicant organization. If it does not, a name and/or address correction should be requested from the Internal Revenue Service, Mail Code 4910, 1100 Commerce, Dallas, Texas 75242, telephone (214) 767-3526

A copy of the program's current financial statement must accompany the application.

Please include the required attachments mentioned above: Scan and email, fax, mail or hand-deliver to:

karen.haston@state.or.us

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