

**SECTION IV**  
**BOOKING HOTELS**

## OTJ TRAINING: **BOOKING / USING HOTEL VOUCHERS**

### Step 1:      **Client Evaluation**

Emp. Initial \_\_\_\_\_

To receive services all clients must complete the client evaluation located at [www.Thearkofrefuge.org/programs](http://www.Thearkofrefuge.org/programs).

### Step 2:      **Hotel Voucher Program Application**

Emp. Initial \_\_\_\_\_

Once the evaluation is complete there is a thank you page which prompts a client to complete additional applications dependent upon the resources that they selected. Each resource has a separate form. If the client cannot locate the form you are able to access all forms on [www.thearkofrefuge.org/administration](http://www.thearkofrefuge.org/administration)

### Step 3:      **Booking Hotel Via Priceline**

Emp. Initial \_\_\_\_\_

Clients are allowed an allotment of up to \$200 per night 7 nights including taxes and fees. All funds are loaded on to the Company's Priceline Prepaid Account. Process all bookings via [www.pricelinepartnernetworks.com](http://www.pricelinepartnernetworks.com)

### Step 4:      **Deposit Payment**

Emp. Initial \_\_\_\_\_

All hotel voucher clients are given a \$200 visa gift card either physically or electronically for the processing of incidentals or if they need to call an uber .

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*(Continued)*

### Step 5:     **Administering Additional Resources**

Emp. Initial \_\_\_\_\_

Additional I resources are distributed in tiers. Hotel voucher clients receive a \$200 Burlington Coat factory clothing voucher, redeemable anywhere in the world! As well as a \$200 emergency visa. Until Housing is located no other resources are distributed to this client.

### Step 6:     **Transportation to Hotel**

Emp. Initial \_\_\_\_\_

Additional I resources are distributed in tiers. Hotel voucher clients receive a \$200 Burlington Coat factory clothing voucher, redeemable anywhere in the world! As well as a \$200 emergency visa. Until Housing is located no other resources are distributed to this client.