

PCs for People Device Pick-Up Registration Process

Updated December 2022

1. Search for events in their area and place a pre-order online at <https://pcsrefurbished.com/event/registration>.
2. Enter a valid email address, zip code for desired pickup location, and answer “Yes” or “No” for school age children in the home. Click “Start” to view available pickup locations.
3. Select “Reserve” under the product or combination of products selected- please note that only one computer (laptop or desktop) can be combined with an internet hotspot, multiple computers cannot be selected.
4. Fill out the account set-up information; name, address, email, password, phone number, etc. and proceed. Proceed to checkout.
5. Upload an eligibility document and a form of ID. Check that the image(s) look correct and select “Continue”.
6. Finish answering eligibility questions to complete account setup. Click “Place Order” to complete this stage of the process. If financial aid was requested, it must be accepted, then the pick-up location must be selected before the registration is complete.
7. Devices will be distributed in the **HKIC Computer Center** on the second floor of the HKIC building, across the street from main Lee Road library building. Please bring ID (and a copy of the pick-up confirmation email if possible from PCs for People, if possible) to confirm your pickup.

PCs for People Device Pick-up Eligibility Requirements

The accepted documents to prove eligibility can be found on pcsforpeople.org/eligibility. These include:

Qualifying Income-Based Assistance Programs:

(Documents must be dated within the last year and/or show current coverage at the date of submission.)

- Adult & Child Mental Health Case Management*
- Employment Services (only if income-based in your state)
- Extended Foster Care
- Food Support (a dated letter showing current eligibility is required)
- Financial Assistance, such as GA, TANF, etc. (a dated letter showing current eligibility is required)
- Head Start
- Low-Income Home Energy Assistance Program (LIHEAP)
- Medicaid or Medical Assistance (bring a document that says "MA" or "Medical Assistance" on it)
- The National School Lunch Program's Free or Reduced Lunch Program
- Section 8, Federal Public Housing Assistance, or Group Residential Housing (GRH)
- Social Security Disability (SSD)
- Supplemental Security Income (SSI)
- Federal Pell Grant

Qualifying Income Documentation:

*For households that qualify under the net income test (200% federal poverty level- FPL) the following documentation will be acceptable as part of the application process. Annual benefits must meet the FPL guidelines: **

- The prior year's state, federal, or tribal tax return (W2 forms or pay stubs are not acceptable)
- A Social Security statement of benefits*
- A Veteran Administration statement of benefits* (VA cards alone are not accepted)
- A retirement/pension statement of benefits*
- An Unemployment/Workmen's Compensation statement of benefits*
- Federal or tribal notice letter of participation in General Assistance*

Persons in Family	Max Allowed Income
1	\$27,180
2	\$36,620
3	\$46,060
4	\$55,500
5	\$64,940
6	\$74,380
7	\$83,820
8	\$93,260

** Any proof of eligibility is subject to approval by PCs for People staff. Additional documents may be required to unquestioningly prove income or enrollment in a government assistance program.*