

The process used for United Way money:

- a. One time use for each friend.
- b. The United Way form will be filled out and a copy of the check will be made for Blanca.
- c. The SVDP guidelines will be used- \$250 for rent and \$100 for utilities. If an add-on account is used, 2 checks need to be written.
- d. Each friend's file will be annotated that this money was used and the check number and amount will be listed in the file. Please highlight this information in the friend's file.
- e. If a friend has been helped with this money for rent but comes in the following month for help with utilities, use SVDP money (Blanca will have the SVDP rent and utilities files until this grant money is exhausted.)