

## UNITED WAY FUND PROCEDURES

1. Each friend requesting rent or utility assistance will receive the money from this fund first, then from our conference rent/utility funds. The current guidelines of \$300 and \$150 will apply to each friend receiving assistance.
2. Friends receiving funds from add-on accounts (single moms, Fernandez fund, or St. Andrew) or with approved special case funds will follow current guidelines and be recorded in the logs in the same manner. Any additional funds over the \$300 or \$150 guidelines will require a separate check for the additional funds. For example, a friend receiving \$300 for rent, an additional \$150 from Fernandez, and an additional \$200 approved as a Special Case will require two checks, one for \$300 and one for \$350.
3. Each friend receiving funds will need to give us the demographic information highlighted on the attached form. Complete this form before the friend leaves, even if a special case is pending.
4. Other than the demographic form for *everyone* receiving rent or utility money, and the need for two checks if additional funds are available, all other processes and guidelines apply. Record this information in the friend's file.
5. There is no limit to the number of friends receiving these funds each month. Anthony has agreed that \$9,000 will be used for rent and \$4,000 used for utilities. Blanca will keep track of amounts and notify us when funds are used up.
6. A friend may receive rental assistance only once from this account. The friend may also receive utility assistance once but a new demographic form must be filled out for each assistance and separate checks for each assistance. Friends may not receive either rent or utility assistance a second time from the UW funds.
7. The demographic form and a copy of the check must be given to Blanca prior to leaving for the day. You must also get a receipt from the receiving agency. These three things (demographic form, copy of check, and receipt) will then be submitted to UW for reimbursement.