

## GUIDELINES FOR ASSISTANCE TO FRIENDS

CATEGORY	AMOUNT & FREQUENCY	GUIDELINES
<b>BASIC FUNDS</b>		
Rent	Up to \$300 per Household Can increase by using up to 2 add-ons Adults- max up to \$300 in any 12 month period Families w/kids -max up to \$300 in 6 month period	No eviction notice required Verify amount needed with landlord Before paying, friend must pay his portion, if applicable Friend should explain how they will pay future rent or we should refer to other agencies for additional help
Utilities	Up to \$150 per Household Can increase by using up to 2 add-ons Adults- max up to \$150 in any 12 month period Families w/kids -max up to \$150 in 6 month period Not used for utilities included in rent.	No disconnect notice required Confirm past due or prepay daily usage with utility company Before paying, friend must pay his portion, if applicable Friend should explain how they will pay future bills or we should refer to other agencies for additional help
Homeless	Up to 2 nights in hotel once every 6 months Up to \$150 per year for supplies No Add-on funds	Check GNA first ID for each person required by hotel Hotel not authorized for DNR (Do Not Rent) friends Pets can stay w/Going to Grandma's, if at GNA or Forgash
All other	Up to \$150 per Household Can increase by using up to 2 add-ons Adults- max up to \$150 in any 6 month period Families w/kids -max up to \$150 in 3 month period	Anything NOT rent, utilities, or homeless Cannot be used to add to rent, utilities, or homeless Special cases required for taxes, mortgages, moving vans, Uhaul, deposits, cleaning services, auto insurance, title loans, sewer/trash, storage rooms, Greyhound bus Before paying, friend must pay his portion, if applicable
<b>ADD-ON FUNDS</b>		
Fernandez Fund	Up to \$150 per family up to \$150 every 6 months	Families with children only Must have children listed on file.
Single Mom's Fund	Up to \$150 per family up to \$150 every 6 months	Female adult living with children only Must have children listed on file.
St. Andrew	As much as church will allow	Same guidelines and frequency as fund being added to unless church has different guidelines for us.
<b>SPECIAL CASES</b>		
	\$400 in addition to basic fund and any add-on Special Case Funds will come out of the category that is being used for Friend	Used only when friend's needs exceed guidelines Submit form to S. C. committee towards end of day Second Vincentian signature-use discernment!

**HIGHLIGHT THE FUND USED AND THE AMOUNT IN THE FRIEND'S RECORD**