

St. Pius X Conference Guidelines (Revised 1/25/2024)

- ❖ These guidelines are subject to available funds.
- ❖ If funds decrease to the point where the maximum recommendations should be revised before the next meeting, a change can be made by a vote of the officers with a formal vote taken at the next meeting. If the amount in the checking account is under \$3000, the maximum recommendations changes to \$200.00. If the amount in the checking account is below \$500.00, we stop offering financial aid and provide resources only.
- ❖ Calendar year is January through December.
- ❖ Intervals between providing financial help is based on all the requests not the type of requests. For example, if we pay for rent, we will not pay for electricity the next month.

1. Rent:

- We do not pay rent to family members, or roommates.
- Only with discretion of volunteer will we help with rent deposits, and background checks, for example: for a neighbor to get into section 8 housing.
- We pay a maximum of \$200 for rent every other month up to 4 times in a calendar year.
- Three day pay or vacate notice not needed to assist neighbor.

2. Utilities:

- We will pay up to \$200 for electricity, gas, or water, every other month up to 4 times a year.
- We do not pay for deposits to set up accounts.
- A disconnect notice is not needed to assist neighbor.

3. Motels:

- We do not pay for motels at this time unless the neighbor has a lease/contract and is paying as rent. If there is a special circumstance, then we can pay for one night.

4. Food Pantry:

- We provide food to anyone requesting food, (neighbor does not need to have a home/permanent address)
- We provide food from our pantry, at a suggested cost of \$20 a bag.
- We provide food once every 3 weeks and encourage use of local food banks. Exceptions are made for health reasons.
- We provide up to 3 bags for a single person, and up to 6 for a family of 4.
- Volunteer must record neighbor's last name, number of family members, number of bags, and initial log in pantry.
- At discretion of volunteer, we may also provide additional food items with a gift card (up to \$25) or purchase items ourselves.

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- We do not as a rule provide food vouchers, but make exceptions up to \$50 (Gift cards) if neighbor has special food needs or requires items that we do not have in pantry and not providing any food from the food pantry.
- If using Kroger gift cards, volunteer must also record neighbor's last name, date provided, and initial log for each card taken from the pantry (ditto marks okay). There is a log also for other gift cards such as WinCo.

5. Furniture, Household Items, Linens, Infant Needs, Toys:

- We provide vouchers once every other month (for a total of 4 vouchers in a calendar year) to the SVdP stores in Everett, and Monroe only.
- Vouchers are written for up to \$200, except for toy vouchers which have a \$30 limit.
- Remind that the vouchers expire after 30 days.
- When writing vouchers please note on the voucher that they may use the 99 cent Sunday price discount for clothing. (Also advise neighbor to go to the SVdP website at www.svdPwa.com and click on the "Shop" tab, for the monthly sales calendars.)

6. Beds and Bed Linens:

- **For Free Children's Beds** call Diane on availability of the Council Bed program
- Volunteer is no longer required to make a home visit before a voucher can be written for the Children's bed program but it is an opportunity to make a home visit
- We provide vouchers **once every 2 years** for beds to the SVdP stores in Everett, and Monroe only.
- We pay the full price for adult beds. **We pay up to \$200.** If the general maximum we are paying goes to \$200, we still can pay the price of a full mattress (\$149) but **please note on the voucher that this is for the mattress only**, not the complete set. Make sure the client is aware of this and if the neighbor wishes they may pay the difference in price themselves for a larger mattress, frame, or bedding.
- Neighbors must provide their own transportation.

7. Clothing:

- We provide vouchers once every other month (for a total of 4 vouchers in a calendar year) to the SVdP stores in Everett, and Monroe only.
- Vouchers are written for up to \$75 per person but not more than \$250.

8. Propane, Heating Oil, Wood, and other Heat Sources:

- We will provide propane or other heating source up to \$200 every other month up to four times in a calendar year.

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- Volunteer must make arrangements to meet neighbor (with their tanks) at a propane provider, pay for the fuel and then get reimbursement from the Treasurer.
- The same procedure applies to heating oil, wood etc.

9. Cable TV, Internet, Phone:

- We do not pay these types of bills. Check the website, www.stpvdpsite.com for resources
- Under extenuating circumstances like a medical need, or to look for work, we can provide phones or phone cards to neighbors. Check out this website for free or low cost web services: www.safelinkwireless.com
- If providing phone card, volunteer must record neighbor's name, date provided and the value of phone card (Please record it as a phone card) and initial in the log in the pantry.

10. Gas:

- We will provide up to \$75 for gas, once every other month up to a maximum of 4 times in a calendar year.
- Volunteer may use Gift / Gas cards in pantry as they are available.
- If using a gift card volunteer must record neighbor's last name, date provided, volunteer's initial in the log in the pantry for each gift card.
- Volunteer must assure that the requester has a valid driver's license.

11. Bus Passes:

- We will provide a \$5 Orca card if client is unable to pay for one.
- Volunteer must record neighbor's last name, date provided, and initial on the Orca card log in pantry.
- We will provide up to 4 (\$10 each) transit tickets every other month, as they are available, up to a maximum of 4 times in a calendar year. Transit tickets are located in the pantry. Volunteer must provide neighbor's name, ticket number, date provided and their initials on transit log. (This is a separate log from the food and gift cards)

12. Driver's License / Identification Cards:

- We do not provide. In special circumstances, a member may ask an officer for permission.
- Note: if neighbor is already with DSHS they will provide a voucher for ID cards.

13. Vehicle License Plates, Registration, Insurance:

- We do not provide.

14. Storage Units:

- We will pay up to \$250 on a one-time basis for storage units for special circumstances but not as a general rule.

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15. Dr. Visits / Medications:

- We will pay up to \$250 once a calendar year as funds are available.

16. Childcare:

- We will provide up to \$200 for Childcare, once every other month up to a maximum of 4 times in a calendar year.

Note that these are only guidelines. The volunteer makes the decision to fulfill a client's request, how often to assist them, and how much to provide, based on the client's need and available funds. If the volunteer feels a need to pay over by more than \$50.00, the volunteer will discuss it with an officer.