

## CSBG Funded Voucher Policy

### Background.

It is the policy and practice of Harvest America to provide emergency services for low-income individuals and families.

### Outreach.

The agency will assure equal access to services, through outreach to assigned communities. Harvest America will notify partner and referring agencies of availability of emergency services and coordinate community resources to maximize results.

### Eligibility.

- 1) To be eligible for emergency voucher assistance, the individual or family must qualify under CSBG guidelines.
- 2) Repeat services may be provided under the discretion of Harvest America employees according to need and specific circumstances.
- 3) Clients will attend a financial literacy class to remain eligible for emergency services.

### Limits.

Maximum assistance for rent or house payment is set at \$75.00. per voucher.

Maximum assistance for utility payments (electricity or heating) is set at \$35.00 per voucher.

Monthly limit per office is \$300.00, beginning April 15, 2011, until further notification.

### Procedures.

- 1) Applicant will complete Harvest America application packet.
- 2) Applicant will assign an agreement to attend financial literacy class
- 3) Service Specialist will enter all information into Captain
- 4) Service Specialists will follow up to assure classroom attendance.
- 5) Classroom, budgeting, action plans and related services will be entered into Captain.