

**HOLY FAMILY OF NAZARETH CONFERENCE OF
THE SOCIETY OF SAINT VINCENT DE PAUL
GUIDELINES FOR THE ASSISTANCE OF FRIENDS**

I. INTRODUCTION

Our Conference maintains and monitors a Warm Line for callers to request our help. We respond to each caller to schedule a visit, and we make home visits in a timely way. We meet our friends in their home or in a convenient location for them. We serve in hope -- praying, listening, responding to their needs, and offering a listing of other local resources. We call them back to see how they are doing, to pray again with them, and to offer other resources/job opportunities. We offer food, and we refer/redirect callers to other conferences if they reside outside our boundaries.

II. ELIGIBILITY OF FRIENDS

We serve parishioners, and Irving residents who reside within our assigned boundaries (a portion of 75060 and 75061, and all of 75062, 75038, 75039, 75063). Each friend must receive a home visit before being assisted financially.
SEE ACCOMPANYING BOUNDARY MAP

III. GENERAL ASSISTANCE

WE CONSIDER THE GREATEST NEED OF EACH FRIEND.

Our maximum financial assistance per family will be \$400 in a 12-month period. The maximum of \$400 may be a combination of monies from separate designated funds.

IV. TWINNING WITH OTHER SVDP CONFERENCES

We will agree to twin with other conferences up to a maximum of \$400, if requested and if we have the funds available. When needed and with Conference agreement, we will ask for twinning from Conferences in District 6.

CONFERENCE	PHONE	PRESIDENT	EMAIL	PHONE
Cathedral of Guadalupe	214.628.0405	Lisette Moreno	lissettemoreno77@gmail.com	469.263.0461
Christ the King	214.365.1247	John Perreault	jperre@att.net	214.693.9383
Holy Trinity	214.559.0276	Wick Allison	wick@dmagazine.com	214.232.8009
Mater Dei	469.248.8507	Damien Van der Putten	damienvdp@gmail.com	817.501.8780
St. Edward	214.823.5095	Maria Fuentes	mfuentes@raa.com	214.934.6477
St. Monica	972.994.1121	Marilyn Hicks	mejhicks@gmail.com	214.679.5374

V. FOOD ASSISTANCE

We will assist with food, following NTFB and CCD requirements/record keeping. We will also keep a record of distribution on Parish Plus. Distribution is appropriate to each need. It is not always necessary to distribute one box per person. Three boxes could be appropriate for a family of five.

VI. HOUSING ASSISTANCE

OURS IS “THE LAST DOLLAR IN”.

We will pay partial monthly home mortgages, partial deposits on apartments, and partial rent on apartments.

All payments are contingent upon the ability of the friend to pay their portion and that our funds prevent eviction.

Each home visitor should carry copies of our resource sheet, our tax-exempt form, the W-9 for private landlords, some Gift Cards (food, gas, restaurants) and bus passes. The Gift Cards will be provided with conference funds and distributed to home visitors at Conference meetings.

We will work to establish working relationships with local hotels/extended stays who will consider our charitable status, therefore waiving personal credit card down payments / deposits. Suggested hotel/extended stay locations: Budget Lodge, Budget Suites, Arya, Hometown Studios, ABV, Motel 6). We will refer/direct our friends to them.

Examples of approved, advance onsite action that will be reimbursed:

AT APARTMENTS: Payment may be made the day of a visit, IF they have their portion of money (BEFORE late fees assessed, BEFORE notice to vacate received, AND BEFORE eviction notice received), and if they only require our maximum assist of \$400 to complete their payment.

*****Text or call the Treasurer to notify of your payment.**

All other requests must come to the next regularly scheduled Conference meeting for approval.

VII. HOUSEHOLD UTILITY BILLS

Utilities, by definition here, are electricity, Atmos gas, and City of Irving Water.

Example of approved, advance action that will be reimbursed:

If cutoff is verified by current bill, or a call to the provider, AND IF cutoff would occur before our next Conference meeting, the minimum payment required to keep the utility on (up to our maximum of \$400) may be made.

***Text or call the Treasurer to notify of your payment.

All other requests must come to the next regularly scheduled Conference meeting for approval.

VIII. INTERNET& TELEPHONE BILLS

1. We will consider paying internet service, if that is considered the greatest need, and used for school or work.
2. We will pay phone bills, if that is their greatest need and to avoid cutoff. We will pay up to \$400.
3. We will assist/refer friends to cheaper Tracfones, free government phones, or reduced rate Lifeline phones (available by applying to the Texas Public Utilities Commission).

IX. AUTOMOBILE EXPENSES

We will seek a working relationship with a reliable, ethical, reasonable car repair shop.

We will assist with:

1. Car repair and towing (only after a home visit and receiving a written estimate).
2. Car payments to avoid repossession.
3. Car License, Registration, and Inspection.

Car repairs, expensive tow charges, missed car payments, and driving without a license, registration, and inspection prevent their ability to get to/from work, school, and doctor's visits.

X. TRANSPORTATION

1. We will assist with bus passes (5 per friend).
2. We will assist with Greyhound expenses, if this is the most suitable and safest way to get our friend to a safe location.

XI. PRESCRIPTIONS, MEDICAL, DENTAL, VISION

We will assist with serious medical needs, not cosmetic procedures.

1. Prescriptions, if they do not qualify for free medications through the SVdP Community Pharmacy.
2. Medical/Dental/Vision, if it is verifiable and considered the greatest need of the friend, a single payment up to \$400 may be made. This must be brought to the Conference.
3. Mobility Assistive Devices are available for parishioners of the Catholic Diocese of Dallas. 214-379-3175
4. If we cannot assist, we will seek and refer friends to other community resources.

XII. CLOTHING ASSISTANCE

1. Referrals will be made to Main Place and Carter's House.
2. Vouchers may be offered to the SVdP Thrift Store (\$250 maximum).
3. When donated items of clothing are on hand, we will distribute to those in need.

XIII. SVdP VOUCHERS

Vouchers may be given for:

1. Mattress and/or box springs up to \$250.
2. Housewares, clothing, used furniture, and other items up to \$100.

XIV. HOMELESS ASSISTANCE

SEE HOUSING ASSISTANCE INFORMATION

Examples of approved, advance onsite action that will be reimbursed:

AT HOTELS: Two-three days lodging, IF both advocates agree – AT an approved hotel, IF eviction is imminent.

XV. WE DO NOT PAY FOR:

- 1. Late fees**
- 2. Security deposits at Extended Stay facilities**
- 3. Cable Television/Entertainment**
- 4. Car Insurance**
- 5. Car Down Payments**
- 6. UBER/LYFT Transport**
- 7. Health or Medical Insurance**
- 8. Cosmetic procedures**

XVI. GUIDELINES WILL BE REVIEWED ANNUALLY.

XVII. VINCENTIAN REIMBURSEMENTS, DONATIONS, MILEAGE

REIMBURSEMENTS have been set forth in the above document.

DONATIONS of \$100 or more will be acknowledged in writing by the Treasurer.

MILEAGE Each member is encouraged to keep a written record of their mileage and time spent while on Vincentian business (home visits, food deliveries, payments, meetings, training sessions and workshops, volunteering at Council Office, Pharmacy, Thrift Store, . . .) This will be submitted to the treasurer and will facilitate the completion of our yearly report to the SVdP Dallas Diocesan Council.