

# Most Holy Rosary SVdP Conference

## Home Visit Guidelines

- Always have a notebook, Home Visit Prayer sheet, East Contra Costa County Resource Guide (Guides are up dated every March, June, September & December – Web Site is [www.211database.org](http://www.211database.org)), list of where to get food (it is one of the handouts that we give people when they come in for food) and our Conference Budget Sheet. Give them a church bulletin with info on Mobile Mall and Pantry.
- Obtain phone number(s) and address of client – make sure that they live in Antioch
- When calling a client either use the SVdP phone in the parish center or dial \*67 before you dial their number. That will block them from seeing your personal phone number. It is a Vincentian rule that clients are not given personal phone numbers nor do you ever give your last name. Unfortunately, some of the clients use that information to harass the person trying to help them. Since some people do not answer their phone when the number is blocked your message to them should be that you will call later and your number will be blocked. If they do not answer they will not get any help. Or they can call the SVdP number, 757-0941, and leave a message. Then tell whoever is answering the phone to expect a message.
- Set up time and date to meet the client – It is always best to visit the client at their home. However sometimes that is not safe or practical. In that case try to find a neutral public place to meet. Do not meet at the church because if they become agitated it may be difficult to get them to leave peacefully. Conduct a brief phone interview asking what happened and how; what have they done to remedy their situation. For PG&E are they on the CARE Program or any other payment program. Tell the client that you will need the most recent copy of their bill. If possible, drop off a budget sheet prior to visiting them so that it is filled out when you do visit them.
- Always go in pairs – man and woman preferred. St. Vincent de Paul insurance covers you if you go in pairs, but does not cover you if you go alone. If from talking to them on the phone it sounds like they are in need of food you might have a bag in the car ready to give them once you determine that need exists. Interestingly enough this is not normally the case.
- All conversations and information are confidential
- **Pray before entering client's residence; request to pray with client; finish with a prayer (Remember you are the hands, feet & voice of Jesus!)**
- Make a mental note on the client's environment without judging them
- Later in this document are forms that will help you conduct your home visit. One is helpful if they need things for the home. They may just ask for a bed, but once it is delivered they want sheets. Then they want pillows and then blankets. Best to know all of their needs and prioritize them prior to getting them anything. The forms also remind you to get their ID information and copies of their rent or utility bill if SVdP is going to have to pay them. You can use your own form as long as you take care to get the correct information from the client.

- Budget Sheet:

Verify Income from **ALL** residents – Social Security Award Letter, Disability Award Letter, Child Support Document, Cash Aid (Welfare), CalFresh (Food Stamps) or personal friend or family financial help.

Verify expenses as best you can

Determine if they are sustainable – What this means is SVdP helps pay their rent or PG&E this month will they still be in a hole next month and need additional help. Our conference doesn't have the resources to be throwing money down a bottomless pit. There must be some action on their part that this is a one-time occurrence.

Normally during home visits people are asking for help in these areas: general information on how to get help, paying for their water or PG&E, paying their rent, buying them clothes or buying them furniture. Each of these topics will be addressed separately.

## **GENERAL INFORMATION**

For someone new to the area or new to being in need give them the packet that we give new clients to the food pantry. This includes the East County Resource Guide and a list of every place where they can get food. If they are seniors, you might also give them information on the Antioch Senior Center and Meals on Wheels. Information on the mobile mall might also help them.

## **UTILITIES**

- PG&E Office 800 W. 2<sup>nd</sup> Street – Antioch, Ca.
- Water 212 H Street – First Floor of City Hall – Antioch, Ca.

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Obtain a Copy of the Current PG&E or Water Bill (Smart Phone Users – Take Photo and Print It Later) Before you go to their home have an idea of what a reasonable utility bill is by looking at your utility bills. Are they running their air conditioner full blast all summer? Are they over watering their lawn? One needed money to keep the swimming pool full. Do they have any idea what they can do to cut back on their utility bill?

PG&E has a number of programs to help people pay their bills. Here is a list of them.

1. Payment Arrangements – contact P, G, & E with a request to spread past due over 4 months (or with Supervisor approval maybe over 12 months). Can be done with conference call Vincentian, client and PG&E.
2. PG&E Pledge Program – with application/approval allows conferences to pledge to pay someone's PG&E bill over the internet or by phone and make payment via check later. But best to just go pay by check at their office
3. Relief for Energy Assistance through Community Help (REACH) - energy-assistance program sponsored by PG&E and administered through the Salvation Army. With an uncontrollable or unforeseen hardship may receive credit up to \$300 (total bill must be less than \$300), based on the past due amount of the bill.

REACH assistance may be available once within an 18-month period, but exceptions can be made for seniors, the physically challenged and the terminally ill.

4. CARE (California Alternative Rates for Energy Program) - It gives qualified households deep discounts on their energy bills. For 1-2 persons \$31,860 or less income and Each additional person, add \$8,320. Good for 2 years (4 for fixed income people) reminder for reapplication 3 months before it expires.
5. Family Electric Rate Assistance (FERA) - It gives qualified households deep discounts on their energy bills. Good for 2 years - reminder for reapplication 3 months before it expires.
6. Medical Baseline Allowance - Get additional quantities of energy at the lowest (baseline) price for residential customers. A California-licensed physician must certify that a full-time resident in your home has a medical condition with special needs. Although not specifically mentioned, the medical conditions may preclude or postpone shut off.
7. Low-Income Energy Assistance Program (LIHEAP) - LIHEAP is a federally funded assistance program overseen by the California Department of Community Services and Development (CSD) and administered by 48 Action Agencies throughout California. LIHEAP offers two types of assistance. Financial aid to help a customer offset the cost of heating or cooling their home weatherization. For families who spend a high percentage of their income on energy and/or have elderly or disabled members or families with children under three years of age - to learn more, dial 211 for LIHEAP income guidelines and a list of participating agencies or visit CSD.
8. Energy Savings Assistance Program - It provides qualified customers with energy-saving improvements at no charge.
9. Balanced Payment Plan - It levels out your monthly payments so if your energy usage changes significantly from season to season, you don't see big spikes on your bills.

## **Furniture/Mattresses**

- SVdP Thrift Store 2210 Gladstone Dr. Pittsburg, Ca. Phone:925-439-9064 (Goodwill will not accept our checks)

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- When approval is granted for **furniture** you will most likely need to visit the store for pricing. I suggest setting a spending limit of under \$500.00. You can let the client know and meet them at the store. Make sure the client is aware of the approval and the agreed amount to spend. We use the voucher process that is used at the food desk for clothing. We get a discount on the price except the delivery charge, which is \$40 for a mattress and box spring. **Remember they do not deliver upstairs.** Romy, Bob and Larry have a voucher book assigned to them, also. The store sends a bill to our Conference for payment. Make sure the treasurer is aware of the approval and the amount to expect

When the request is for **mattresses** I suggest you call the store to check availability and pricing. They take inventory at the end of the month and reorder at that time. The store has twin, full, and queen beds which come with matching box springs. They have a universal frames fitting all three beds. When approved you can take the voucher to the client and have them go to the store or you can take it to the thrift store. Make sure the treasurer is aware of the approval and the amount to expect. 5-5-16 these were the prices: Twin mattress/springs - \$172 each; Queen - \$230; frames - \$55. The conference gets a discount on these items.

- The store only delivers on Monday and Friday and they may have the next delivery day fully booked so it may be a week between when they get the voucher and when they deliver the item.
- All vouchers are good for two weeks
- The SVdP district policy on vouchers is at the end of this document.

## **RENT**

- This is the most complex request because it could involve Season of Sharing. If it is a small amount or does meet the criteria of Season of Sharing then either our conference can fund it or the Hope Conference (see section at end on Hope Conference). As with utilities one of the main criteria is the decision on whether or not we are just throwing money down the drain and this person will never be able to afford their current home and needs to move to something cheaper or whether this is a one-time event and the person can get by with just a little help.

## **SEASON OF SHARING SPONSORED BY THE SAN FRANCISCO CHRONICLE GUIDELINES Who Qualifies**

- No Age Limit (Below) Except Elderly (55+)
- Victims of Domestic Violence
- Veterans
- Single Parents
- Intact Families (Two adults/children)
- Women in 3<sup>rd</sup> Trimester
- Elderly – 55 years and above
- Disabled

### **Critical Steps to Follow**

- Familiarize yourself with the Season of Sharing guidelines, the yellow sheet, and the (five page) application (white, yellow, pink, blue, dark yellow)
- Review Home Visit Guidelines “Have the following been included before submitting the application”
- For Deposit and/or first month, the Client must be sustainable after receiving the money (they must be able to show they can pay upcoming monthly rent on the place they are moving into.)
- Correct Spelling of first & last name of additional tenants that are/or will be living at the residence

- Picture Id & Social Security Numbers of all adult person (s) requesting the assistance
- Address Where Currently Residing
- Any New Address
- Date of Birth
- Proof of Children age 16-18 are attending school
- Copies of birth certificates & Social Security cards of all minor children
- If applicant is not a U.S. Citizen contact Stephen Krank and he will help with the documentation
- In the event a minor child is living with applicant, who is not the biological child, you will need a copy of the court document giving guardianship to applicant, since you may not be able to get a copy of their social security card
- Have the applicant write a brief account of how things were when things were good, what happened , what the impact was of what happened & why they are in their current situation, it will be included in the application packet

### **Needed Contact Information**

- Steve Krank – Vincentian Support Services  
2210 Gladstone Drive – Pittsburg, Ca.  
Main: 925-439-5060  
Cell: 925-698-0377  
Fax: 925-439-7863  
Email: [s.krank@svdp-cc.org](mailto:s.krank@svdp-cc.org)
- Alvaro Flores – Contra Costa County Season of Sharing Coordinator  
Email: [aflorez@ehsd.cccounty.us](mailto:aflorez@ehsd.cccounty.us)  
Fax: 925-521-5066
- Dorothea Norris – Assistant to Alvaro Flores  
Work: 925-521-5061  
Fax: 925-521-5066  
Email: [dnorris@ehsd.cccounty.us](mailto:dnorris@ehsd.cccounty.us)

### **Suggested Start Method**

- Ask Client if they receive Cash Aid or Calworks. If they do, they have an assigned social worker. Their worker must complete the Seasons of Sharing Application
- To check to see if they qualify, Email: [aflorez@ehsd.cccounty.us](mailto:aflorez@ehsd.cccounty.us) with their name and social security number. In the subject heading state “Potential Seasons of Sharing Client” (Alvaro will normally get back to you the same day)
- If a 3 Day Notice has been served to the client, ask the Client if it is ok to obtain the landlord or property managers name and phone number. Verify from the Client that it is ok for you to contact them, call them to see where the client is in the process. Always identify yourself and let them know why you are calling
- If facing eviction, make sure the process has not started. Seasons of Sharing will not cover attorney and court fees. They will not cover moving or funeral expenses (Some exceptions - contact Stephen)

- Ask Client for complete name, address and social security number
- Ask Client if they have used Seasons of sharing before
- Have Client give you a summary of their situation before, and now
- If no record you can proceed with scheduling a home visit with the client. If Alvaro sends back an amount and date you cannot use Season of Sharing until it is five years from that date. This does not mean we cannot help the person we just have to find another source. Contact Stephen Krank
- If this is for past rent, I suggest calling the landlord or property manager to let them know what you are doing. Let them know if the client is approved for funding a check will be mailed to them and it takes 7-14 days
- On your follow up phone call to schedule the home visit, tell the client to make copies of all necessary documents listed in Seasons of Sharing list and this one. This will save you time. Visit them at their home to see their situation first hand. Regarding the lease, you will need a complete copy not a partial.
- On Application: Referral Agency – SVdP Holy Rosary Church
- On Application Contact person: this is you - your name; Address 1313 A Street; Phone Number can be yours or the SVdP desk phone

### **Budget Sheet**

- Make yourself additional copies since your initial one may need corrections
- Important to understand the three columns. Think of them in terms as: **Last Month-When everything was good; This Month-When it went bad; Next Month-When it will be better (Sustainability)**

### **Submission of Application**

- Make sure client signed and dated the application
- Complete the attached yellow sheet
- Arrange the supporting documents:
  - Application
  - Budget Sheet
  - Proof of Income (Last two pay periods)
  - If disability will be used as income, a copy of Disability Award must be submitted
  - Letter to Season of Sharing (Hand Written Story)
  - Driver's License or Identification card
  - Social Security Cards
  - Birth Certificates
  - Copy of full Lease or Intent to lease
  - 3 Day Notice
  - Section 8 Voucher/copy of Property Inspection
  - PG&E, Phone, Water Bi
- Call Steve Krank to let him know you will be delivering or mailing an application to him. (Application includes all the required documentation)
- Applications to be submitted for the following week need to be reviewed by Vincentian Support at the SVDP District Council on Friday's (If this is an emergency contact Stephen 925-698-0377)
- If all the documentation is complete Seasons of Sharing's Committee reviews all applications every Wednesday

- If you are not contact you by Friday, send an email requesting status of the application. Alvaro or his staff will usually will email you the status and/or amount authorized.
- Once approved the check is mailed to the landlord, property management or vendor 7-10 days later.
- It is important to the let the landlord or property manager know this. If you have approval from the person you are working with we suggest you let them know when you receive any updates on their status

## **CONCLUDING THE HOME VISIT**

### **DO NOT PROMISE ANYTHING!!!!!!- Sometimes the Conference will not approve the spending**

- Conclusion: Closing Prayer
- Do not discuss their situation in front of them
- Discussion should be away from their residence
- Decision time
- If you both agree the Conference should fund all or part of their debt you will need to get approval from the conference officers if the amount is \$500.00 or below. How much of the bill should be paid is up to the visiting Vincentians since they have all of the data. In many cases it is best to not pay the entire amount in order to have them put a little skin the game and do some work. If the PG&E bill is \$200, but \$150 needs to be paid to prevent shutting off their power see if they can come up with \$50. Always try to find out how much of the bill they can afford to pay. Send an e-mail to the officers requesting approval.
- If the amount is greater than \$500.00 you will need to address the Conference at the next meeting to seek approval.
- If approved obtain a check from the treasurer made out to the payee (ie: PG&E, City of Antioch, landlord, etc). A check is never written out to a client and a check is never given to the client. There have been cases of the clients modifying the checks to get the money for themselves for other purposes.
- Pay the bill in person at the utility and obtain a receipt for the treasurer. At the PG&E office you must fill out a blue form with the account # and address. Normally they will only confirm that the address matches the account # and will not tell you if it was enough to cancel the shutoff notice. However, this may vary by who is working.
- **Remember to enter the client into the SVdP Data Base**

## ***Guidelines for SVdP Hope Conference***

The Hope Conference is comprised of members throughout Contra Costa County parishes. They are set up to help other conferences regarding financial situations.

They meet the second and fourth Wednesday of each month, at 9:30 AM. They currently meet at the SVdP District Office 2210 Gladstone Drive in Pittsburg.

We go before the Hope Conference when we have exhausted other financial means. This is after you have completed a home visit per our guidelines.

At the district office check in with the secretary who will direct you to the meeting room.

An example would be a situation where someone does not qualify for Seasons of Sharing but is still sustainable and needs a large sum of money for rent, deposit, or PG&E.

You need to consider the client's situation and possibly think of Twinning. Twinning is using our conferences money with another conference to achieve the financial goal. At other times we may go to Hope Conference to fund the entire situation.

I have attached the Hope Conference Fact Sheet which needs to be completed before you attend their meeting. The fact sheet is used for their documentation purposes. You should retain a copy for your records as well.

If they agree to fund your request they will issue you a check made payable to the landlord, or utility. Be prepared to have all information with you. You can deliver the check to the landlord or utility. **Never give the check to the client!** If the landlord is out of the area, you can mail it. Let the landlord know you are sending them payment.



**E-Mail to: svdphopeconference1@gmail.com**

Meetings are scheduled every second Wednesday and fourth Wednesday of the month to review funding requests. Requests are granted if funding is available.



## **St Vincent de Paul Hope Conference Fact Sheet**

### **Client's Information**

Case Number/ Name \_\_\_\_\_ Agency/Organization \_\_\_\_\_

Client's complete address with city and zip code \_\_\_\_\_

Phone # \_\_\_\_\_ Applicants Race: \_\_\_\_\_

Father: \_\_\_\_\_ Mother: \_\_\_\_\_ Children/ages: Boy \_\_\_\_\_ Girl \_\_\_\_\_

### **Referral information**

Date of referral: \_\_\_\_\_

Contact Person/Agency/Organization Representative: \_\_\_\_\_ Phone # \_\_\_\_\_

Amount applying for: \$ \_\_\_\_\_ Check to be made to: \_\_\_\_\_

Purpose: Rental Assistance \_\_\_\_\_ PG&E \_\_\_\_\_ Vehicle Repair/Acquisition \_\_\_\_\_ Other \_\_\_\_\_

**Please complete below:**

### **Family Income Information**

#### **Sources Family Monthly Income:**

Job \$ \_\_\_\_\_  
Soc. Sec. \$ \_\_\_\_\_  
Child Support \$ \_\_\_\_\_  
TANF \$ \_\_\_\_\_  
Unemployment \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

#### **Requested Funding**

Rental Deposit \$ \_\_\_\_\_  
Move in cost \$ \_\_\_\_\_  
PG&E \$ \_\_\_\_\_  
Vehicle Repair \$ \_\_\_\_\_  
Vehicle Acquisition \$ \_\_\_\_\_  
Other \$ \_\_\_\_\_

Sub-Total \$ \_\_\_\_\_

Funds other sources \$ \_\_\_\_\_

**Total Needed** \$ \_\_\_\_\_

**Have client write summary**

## **SOCIETY OF ST. VINCENT DE PAUL OF CONTRA COSTA COUNTY**

### **Thrift Stores Voucher Policy**

**Revised 4/14/15**

#### **GENERAL:**

1. Vouchers must be filled out completely! Conference member must sign (or initial) and date.
2. Client must show the valid ID. Stores will not accept altered vouchers.
3. Vouchers are valid for two weeks and can be redeemed at the following times only:  
Pleasant Hill: Every day except Saturday, 9:00 AM to 3:00 PM (They will not be accepted Saturday because of the high demand on the store staff.)  
Pittsburg: Every day the store is open from 9:00 AM to 3:00 PM (Store is presently closed on Sunday.)
4. Clients may receive vouchers only once every three months.
5. If the staff suspects that a client is abusing a voucher, they may hold that voucher until they can verify the information with the Conference.
6. Clothing and household/furniture should be separate as follows:

#### **CLOTHING VOUCHERS:**

1. Used clothing is presently free to the Conference but members should use this benefit prudently.
2. "One or two changes of clothing" include pants and shirt or dress. If needed, jackets or shoes should be listed separately. Number of adults and/or children should be specified on the voucher.
3. New or designer clothes, Levis, jewelry, evening dresses, suits, leather or fur jackets, cowboy boots or "dress heels" are not included. The Conference may specify items (for example, to interview or start a new job) but will be charged for these items.
4. Vouchers for clothing should not show a dollar amount. (enter NA in \$ amount)

#### **HOUSEHOLD/FURNITURE VOUCHERS:**

1. Vouchers will be honored for only the items listed. List all items and a maximum dollar value. For example, a complete bed would be a mattress, box spring and frame. The client should first present the voucher to the store staff so that staff can work with the client.
2. The Conference receives a 25% discount on items that are considered necessary. This includes most furniture, household items and bedding. Items not considered necessary (i.e. TVs, radios, musical instruments or newly purchased items) will be charged to the Conference at the store price.
3. A \$40.00 delivery charge will be charged for all deliveries within Contra Costa County. If the Conference is paying, it should be included on the voucher (e.g., \$40.00 for delivery). A contact number is required in order for the driver to confirm the client is home.
4. Conferences may take advantage of sale items. Cost to the Conference will be at sale or discount price whichever is the greater savings.

#### **SAMPLE VOUCHERS:**

1. Vouchers must be filled out completely, signed or initialed and dated.
2. Client must be able to show same valid ID at the store as noted on voucher (altered vouchers will not be accepted).
3. Complete conference information on top left. Write out the dollar amount (eg. One hundred and 00/100) as well as number (eg. \$100).
4. Fill out client information including ID information.
5. Fill out vendor information (Thrift store, Pleasant Hill or Pittsburg)
6. Leave signature line blank. That is where the client will sign when they cash in the voucher.
7. Fill out the quantity and description (eg. 2 sets of clothing for two children, and one adult). Clothing vouchers do not need a dollar amount, furniture and bedding do.
8. Conference member should sign or initial below the last item at bottom of voucher.

**SOCIETY OF ST. VINCENT DE PAUL**

**VOUCHER 117251**

CONFERENCE NAME ST. VINCENT DE PAUL - MOST HOLY ROSARY  
 ADDRESS 1313 A ST.  
ANTIOCH, CA. 94509  
 AMOUNT \$340.00

NO ALCOHOL,  
TOBACCO, OR DRUGS

DATE 2/5/16  
 \$ 340.00

**FOR FAMILY OF:**

NAME KENNETH NICHOLS  
 ADDRESS 1000 CLAUDIA CT. APT. 47 - ANTIOCH  
 ID# A4292661  
 PHONE 925-383-6510

**TO VENDOR:** SVDP THIEFT STORE - PITTSBURG  
2210 GLADSTONE DR  
PITTSBURG, CA.  
 X LARRY HOODWOOD - SVDP  
SIGNATURE

BY ACCEPTING THIS VOUCHER I GIVE ST. VINCENT DE PAUL  
 PERMISSION TO RELEASE MY NAME AND ANY INFORMATION  
 CONCERNING THIS REQUEST.

# OF ADULTS: # OF CHILDREN:

**NECESSITY ITEMS ONLY**

QUANTITY	PLEASE PROVIDE	TOTAL
1	QUEEN MATTRESS + BOX SPRING	\$ 245.00
1	FRAME	\$ 58.00
1	SVDP DELIVERY FEE	\$ 40.00
	TOTAL	\$ 340.00





**Society of St. Vincent De Paul**  
**Most Holy Rosary Church**  
**A HAND UP, NOT A HAND OUT**

1313 A Street, Antioch, CA 94509

(925)757-0941

Dear friend in Christ:

The Most Holy Rosary Conference of the Society of St. Vincent de Paul wants to help you in your need. Unfortunately, we get a lot more requests than we have the resources to help. Therefore prior to assisting any family we ask them to fill out a simple budget form which helps us determine who is in the most need. The other problem, sad to say, is that there are people who ask us for aid yet are earning a big salary and are just trying to scam us. In order to properly help those truly in need we need your detailed financial information. Please fill out the information on the reverse side of this letter. Then call us at 757-0941 and leave a message on our phone that you are ready for a home visit. Someone will be getting back to you within a week to arrange a visit. For the visit please have available all of the back-up information supporting the numbers that you put on the form along with last year's Federal and State income tax form for everyone who lives at the same address. Please note that the form should include everyone who resides at the address. Another important item that we will discuss with you is how you plan to proceed in the future so that you will not need our help. If your rent is \$200 more a month than your income, then you are going to need help every month. We cannot fund a continuous problem like that. However, if you are short \$200 for the rent this month due to an unusual situation and can make it the next month then we might be able to help.

Thank you,

Holy Rosary Conference of the Society of St. Vincent de Paul

Reminder - Your household income must be below these limits in order to be eligible for assistance from our Food Pantry.

<b>Household Size</b>	<b>Monthly</b>	<b>Annually</b>	<b>Household Size</b>	<b>Monthly</b>	<b>Annually</b>
1	1,396	16,755	6	3,871	46,455
2	1,891	22,695	7	4,366	52,395
3	2,386	28,635	8	4,861	58,335
4	2,881	34,575	9	5,356	64,275



**CONTACT FORM**

**CASE#** \_\_\_\_\_

**Society of St. Vincent De Paul  
Holy Rosary Conference**

1313 A Street, Antioch, CA 94509

(925)757-0941

Vincentian's Name: \_\_\_\_\_

Client's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Driver's License or other ID: \_\_\_\_\_  
(Full name, address, DOB, Exp Date)

Family Members & ages: \_\_\_\_\_  
\_\_\_\_\_

Rent Receipt copied? Y / N      Paycheck copied? Y / N      Copy of CDL Y / N

Date	Details	Time Spent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Means of initial contact: \_\_\_\_\_

Resources approved: \_\_\_\_\_

Total dollars awarded: \_\_\_\_\_

**S V D P HOME VISIT REVIEW**

**DATE OF VISIT** \_\_\_\_\_

**FAMILY NAME** \_\_\_\_\_

**VISITED BY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**CASE #** \_\_\_\_\_

**# PEOPLE IN HOUSEHOLD** \_\_\_\_\_

\_\_\_\_ **ADULTS** Age(s) \_\_\_\_\_

\_\_\_\_ **CHILDREN** Age(s) \_\_\_\_\_

_____	Gave Mobile Mall info/dates	
_____	Social Services Resource Guide	
_____	Food Resource Guide	
_____	Holy Rosary Church Bulletin	

**FINANCIAL ONLY**                      **\$ REQUESTED** \_\_\_\_\_

\_\_\_\_\_ **Budget reviewed/approved**

**To be used for:** \_\_\_\_\_

**FURNITURE & HOUSEHOLD**

_____	Kitchen table w/4 chairs
_____	Kitchen table only
_____	Chair(s) only - how many?
_____	Bed(s); how many
_____	Queen
_____	Double
_____	Single
_____	Sheet Set(s); how many
_____	Queen
_____	Double
_____	Single
_____	Bed Pillows; how many
_____	Bath towels
_____	Kitchen towels
_____	Dishes
_____	Cooking utensils
_____	Flatware
_____	Pots/Pans
_____	Microwave
_____	Living Room
_____	Couch
_____	Coffee, end table(s)
_____	Other

_____	Box Springs & Mattress?	<b>Y N</b> (Circle)
_____	Box Springs & Mattress?	<b>Y N</b> (Circle)
_____	Box Springs & Mattress?	<b>Y N</b> (Circle)

\_\_\_\_\_ How to Pray the Rosary Pamphlet & Rosary Beads  
(or some other spiritual literature)

**Other ??** Bath shower curtain

**Infant**

_____	Crib, mattress, sheets
_____	Toys
_____	Diapers/clothes
_____	Stroller/walker
_____	Baby wipes, shampoo
_____	Diaper rash cream/other

**Clothing**

_____	Adult
_____	Teen
_____	Child

**Discussed with Client**

_____	Career/Job placement help
_____	Children/school
_____	County Resources needed?

Soup Kitchens, Food Pantries, Produce Program



# Society of St. Vincent De Paul

## Holy Rosary Church

1313 A Street, Antioch, Ca 94509

(925)757-0941

As is our policy, the Holy Rosary Conference of the Society of St. Vincent de Paul cannot determine the fair market value or price of donated articles. This must be determined by the donor according to IRS regulation. Donations are eligible for tax deductions in accordance with the existing Internal Revenue regulations. The Society of St. Vincent de Paul is a corporation not for profit and exempt from Federal Income Tax under section 501(c)3. Our Federal ID# is 94-1448577.

As required by the IRS we acknowledge that the items listed were received by the Society of St. Vincent de Paul and that the Society of St. Vincent de Paul provided no goods or services in consideration to the donor, in whole or in part, for this contribution. If you feel the value of your donation is over \$500.00 you must file form 8283 which you obtain from the IRS. If you feel the value of your donation is over \$5,000 you may need to get an appraisal.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

If this donation is valued at more than \$250 please list items donated below:

Description	Quantity
_____	_____
_____	_____
_____	_____
_____	_____

Received by: \_\_\_\_\_





## HOME VISIT PRAYERS

### PRAYER BEFORE A VISIT:

Father, we ask you to provide all that we need as we do the work you have given us to do. Fill our hearts with your love, help us to listen with compassion and to speak with kindness and confidence.

Jesus, we pray for the grace to go with out our preconceived judgments so that we can be true peacemakers. Stir in us the fire of your love and guide us with discernment. Fill our hearts with wisdom, generosity and kindness.

Holy Spirit, inspire us with joy and patience. Be at work in us so that we will bring good news to the downcast, healing to the brokenhearted, hope to the destitute, love and compassion to all who are suffering.

### PRAYER WITH THE FAMILY:

God, our Father, thank you for this visit and the opportunity to meet with (Names). Lord you know each of us. You knew us from the day we were born, you know our hearts, our needs, and everything about us. You told us that you will never leave us or forsake us. You ask us to seek, and ye shall find, knock and the door will be opened, ask and it shall be given. We are all asking today for each of our needs, some spoken and some in our hearts. And so we pray together: Our Father...

Please Lord, walk with us and give us your strength in our worries and difficulties. Amen

### PRAYER AFTER THE VISIT:

Thank you Lord for all the blessings you have given us today. We ask you to continue to bless the ones we have visited, please inspire them to trust in you and come to you for their needs. We pray (names of each person and specific needs). We pray that our work may be continued by your Vincentian servants and completed by your grace, in the spirit of St. Vincent de Paul and Bl. Frederic Ozanam. Amen