

EL FONDO DE EMERGENCIA OF COMMUNITY ACTION ORGANIZATION

MISSION STATEMENT:

The goal of **EL FONDO DE EMERGENCIA** is to provide for the emergency needs of seasonal and migrant farmworkers, while promoting self-sufficiency.

I. WHO QUALIFIES?

- A. **El Fondo** is for seasonal and migrant farmworkers residing in Washington County.

Farm labor is defined as working in connection with cultivating the soil, raising or harvesting any agriculture or aquaculture commodity; or in catching, netting, handling, planting, drying, packing, grading, storing, or preserving in its unmanufactured state any agriculture or aquaculture commodity, or delivering to storage, market, or a carrier for transportation to market or to processing any agricultural or aquacultural commodity.

Program beneficiaries must have earned at least 50% of their income or worked 50% of their time in agriculture in the last 12 months.

- B. In order to qualify, a review of the applicant's past 30 days income and expenses must show why no financial resources are available to meet the current emergency need. (Financial resources include loans, support from other family members or friends, sale of property, ability to negotiate partial payments).
- C. **El Fondo** will be used as the last option, after exploring eligibility for other assistance, such as federal and state programs, other private funds, etc.

II. WHAT MAY FUNDS BE USED FOR?

- A. Funds are for those in an emergency situation. An emergency situation is defined as an immediate financial need which, if not met, will threaten a family or individual's housing, health or financial security.
- B. Examples of assistance which may be provided include: gasoline, bus tickets, medical and dental services, work related supplies, rent, utilities, home repair, legal fees, etc.
- C. Whenever possible other resources such as volunteer help or donations will be utilized in lieu of cash.
- D. People needing emergency shelter or food boxes will be referred to programs which provide these services.

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- E. People with chronic, ongoing financial problems will not be considered in an emergency situation.
- F. Families with small children, elderly persons, or persons with disabilities will be considered to have extra needs and may be given priority for assistance.
- G. Maximum amount of assistance should not exceed \$100 at any one time.
- H. Funds may not be utilized more than once in a 12 month period.

III. HOW WILL APPLICATIONS BE HANDLED?

- A. Client Services staff will pre-screen applicants over the phone, or in person, to ensure appropriateness of the application.
- B. Applicants will be scheduled for an appointment as soon as possible usually within 24 hours. If the need can be resolved through Information & Referral, no appointment will be scheduled, but the assistance will be documented.
- C. At the appointment, CAO Program Application will be filled out, and a Needs Assessment will be done.
- D. All assistance given - direct and/or leveraged - will be documented, including referrals to other programs and services. Information will be entered into CAO's client data base.
- E. CAO will produce a monthly report showing demographics and services provided.
- F. Client confidentiality will be respected.
- G. Follow-ups will be done as time is available, to ensure that clients have been able to seek and receive other needed services.
- H. CAO Intake & Assessment staff may use their discretion in determining whether or not to provide assistance, and what amount. In case of an appeal of a denial, CAO appeal procedures will be followed.

IV. HOW WILL THE FUND BE ADMINISTERED?

CAO will administer the fund through its Client Services Department. Checks will be issued to vendors and service providers, and not to clients. In some cases, CAO purchase order system may be utilized.