

# COUNCIL PROGRAM HANDBOOK

...

*“No work of charity is foreign to the Society.”*  
(Manual 2.1)



SOCIETY OF ST. VINCENT DE PAUL  
ARCHDIOCESAN COUNCIL OF ST. LOUIS

... HELPING NEIGHBORS STARTS AT HOME ...



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ARCHDIOCESAN COUNCIL OF ST. LOUIS**

... HELPING NEIGHBORS STARTS AT HOME ...

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# COUNCIL PROGRAM HANDBOOK OVERVIEW

## Society of St. Vincent de Paul St. Louis Archdiocesan Council

This handbook is designed to help Vincentians access programs that are fully or partially funded by the St. Louis Archdiocesan Council. We hope that this handbook will make it easy to understand and use these programs.

All use of Council programs should rise from the **Home Visit**. The Manual states, “From the Society’s beginning, the central and most basic activity of Conferences has been the visitation of the needy in their homes. This is the clearest symbol of our Vincentian charism, which dictates the highest respect for the dignity of the poor.” (Manual, 2.1)

The programs are broken down by **WHAT** the program is, **HOW** the program works, and the checklist of **REQUIRED DOCUMENTS** needed. “Required Documents” is then divided into two categories—“Universal Documentation” and “Program Specific Documentation.”

“Universal Documentation” refers to basic documents that are needed for every Council Program request. They are:

- Completed Council Program Form (see Appendix A)
- Signed and Witnessed Release of Confidential Information
- Proof of Income or Certification of Zero Income
- Copy of Photo ID
- Neighbor in Need Story/Reason for Request

“Program Specific Documentation” refers to documents needed specifically for that program. Required documents are best sent to the Council Office by email. You can scan and email them, or you may take pictures of documents with your mobile device and email them. Faxes are accepted but discouraged. Faxes often are not legible and can delay the process.

Council Programs are generally designed to close the funding gap between what the Conference and District can afford and the neighbor’s needs in a difficult case. Here are the recommended steps:

1. Decide how far your Conference can stretch financially to help the neighbor in need.

2. Determine if twinning with other Conferences is an option.
3. Contact your District President for help. Districts have funds available specifically for these special cases.
4. Submit a Council Program Form to the St. Louis Council to close the gap.

On the Council Program Form, include the funding stream and the exact amount being requested from the Council. The flow would be:

- **Total Amount Needed**         \$ \_\_\_\_\_
- **Conference**                         \$ \_\_\_\_\_
- **Twinning**                             \$ \_\_\_\_\_
- **District**                             \$ \_\_\_\_\_
- **Council**                             \$ \_\_\_\_\_

A committee at the St. Louis Archdiocesan Council reviews each request. The review is primarily to ensure all required documentation has been submitted. This follows best accounting practices and is required by our auditors. The Council committee reviewing these cases is dedicated to turning them around in the shortest time possible. Once approved, the Conference is notified, and the request is sent to our accounting department for payment. Accounting cuts checks every Thursday. Cases received by accounting before Tuesday at noon, will be included in that Thursday’s check run, and the check is mailed on Friday.

Council Programs contact information:

Timothy Massey  
**timothym@svdpstl.org**  
 Phone: 314-881-6028  
 Fax: 314-881-6078

Varrietta Anthony  
**varriettaa@svdpstl.org**  
 Phone: 314-881-6039  
 Fax: 314-881-6089

# Bed Program

## WHAT

The St. Louis Archdiocesan Council **Bed Program** is designed to provide beds for neighbors sleeping on uncomfortable, worn-out beds, or worse yet, sleeping on the floor. This program will enable our Vincentians to identify the need and then quickly solve it. The program is entirely funded by our donors. There is no cost to the neighbor in need (NIN) or the Conference. The qualifying beds include **twin and full-sized promo beds**.

“Beds” provided through the program include mattress, box spring, frame, sheets, one pillow for twin and two pillows for full, and a blanket. We partner with Chicago Mattress Company to produce remanufactured mattresses, testing each one to ensure it meets Consumer Product Safety Commission standards for comfort and quality.

## HOW

On the home visit, determine the need. Write up a store voucher **exclusively** for the bed program (i.e. don't include other items on a bed voucher). Vouchers must be filled out **completely** or cannot be processed. Mark on the “Payment/Program Line” of the voucher: **Bed Program**, otherwise, the Conference will be billed for the bed. Upgrades to queen or king-sized beds **must** be noted on the voucher and whether the NIN, or the Conference will pay the difference from the twin or full-sized bed (whichever is written on the voucher) to the upgrade. If the NIN wants to upgrade at the time of purchase, they must pay for the upgrade at checkout.

Submit the bed request on the Council Program Form to [varriettaa@svdpstl.org](mailto:varriettaa@svdpstl.org). Include all items on the checklist (see the next page), including a copy of the voucher. Upon approval, notify the NIN that they can redeem their voucher at the store. Non-approved purchases will be billed to the Conference. You may wish to call the store beforehand to ensure the store has sufficient inventory. The NIN should make every effort to pick up the bed(s). If family, friends, and neighbors cannot help, the Conference can assist. If that's not possible, the store can deliver for a \$25.00 fee. Note on the voucher whether the NIN or the Conference will pay the delivery fee.

# Bed Program

## Required Documentation

### Universal Documentation:

- Completed Council Program Form (see Appendix A)
- Signed and Witnessed Release of Confidential Information
- Proof of Income or Certification of Zero Income
- Copy of Photo ID
- Neighbor in Need Story/Reason for Request

### Program-Specific Documentation:

- Copy of the completed Store Voucher

Please send all Documentation (above) to the Council office.

# Bridges Program

## WHAT

The St. Louis Archdiocesan Council Bridges Program is intended to assist Conferences in helping their neighbors in need (NIN) remove obstacles that prevent them from climbing out of poverty or fill the potholes in the road that threaten to put them into poverty. It's an important part of the Society's "Systemic Change" effort.

"No work of charity is foreign to the Society" (*Manual*, 2.1), and that is certainly true for the Bridges Program. While Bridges funds have been used to help with things like fixing HVAC systems, replacing well pumps, and subsidizing tuition, much of the funding has been focused on housing. In order to emphasize the creative use of Bridges Funds to solve non-housing problems, the Council Office has separated out Housing Assistance into its own Housing Assistance Program (see page 14). The Bridges Program is now focused on encouraging Vincentians to think holistically – *"What, if we could do it, would help this family move out of or stay out of poverty?"*

Here are some guidelines that can help you in your decision to request Bridges funds:

1. If the situation is addressed, it will help this NIN move out of poverty or avoid falling into poverty;
2. The situation requires more funding than the Conference or District can afford;
3. The needs are unusual and may be outside the Conference's experience;
4. The need may require funding over a longer period of time than the immediate emergency;
5. The need may allow the neighbor to achieve an educational degree or stabilize in a job, or overcome a medical emergency;
6. The need is due to a temporary loss of income.

## HOW

On the home visit, determine the need. Submit the **completed** Council Program Form to [timothy@svdpstl.org](mailto:timothy@svdpstl.org). Include all items on the checklist on the next page. For repair/replacement work, get two bids for the job. A W9 is needed for a new vendor (the company receiving the check).

# Bridges Program

## Required Documentation

### Universal Documentation:

- Completed Council Program Form (see Appendix A)
- Signed and Witnessed Release of Confidential Information
- Proof of Income or Certification of Zero Income
- Copy of Photo ID
- Neighbor in Need Story/Reason for Request

### Program-Specific Documentation:

- 2 Bids for repairs, replacements, or other work
- W9 for new vendors

Please send all Documentation (above) to the Council office.



# Car Purchase Program

## WHAT

The St. Louis Archdiocesan Council Car Purchase Program has helped hundreds of our neighbors in need (NIN) achieve a measure of self-sufficiency. When a car dies, our NIN might lose their job, their income, and even their home. We've partnered with several wonderful Car Dealers who are providing quality automobiles to our neighbors with a value of \$5000-6000. The track record on these cars is phenomenal. Our car partners give our neighbors several cars to choose from—which gives the neighbor the dignity of driving a car **they** picked out!

Car candidates should have the financial ability to pay the taxes, licensing, inspection, and full-coverage insurance, as well as the ability to maintain the automobile with regular maintenance. They must also provide us with a copy of their driving record (which they can obtain for a small fee from the Department of Motor Vehicles).

## HOW

During the home visit, determine if anyone else will be driving the car. We will need the driving record from the Department of Motor Vehicles of each driver. Fill out the Council Program Form **completely**. Include the amount that the Conference will contribute and the amount the District will contribute, to the degree they are each able. If approved, the Council will close the gap to the full price of the car. Submit the completed Council Program Form with the documents on the checklist noted on the next page to **timothy@svdpstl.org**.

The Vincentian should work with the NIN to choose the car partner and the car. The Vincentian should obtain the invoice for the selected car and send it to **timothy@svdpstl.org**. If the car dealer is not a current partner, include their W9.

Enjoy watching your neighbor drive off the lot with their new car!

# Car Purchase Program Required Documentation

## Universal Documentation:

- Completed Council Program Form (see Appendix A)
- Signed and Witnessed Release of Confidential Information
- Proof of Income or Certification of Zero Income
- Copy of Photo ID
- Neighbor in Need Story/Reason for Request

## Program-Specific Documentation:

- Driving Record (from DMV)
- Copy of valid Driver's License
- Proof of Full-Coverage Insurance
- Car Purchase Contract/Invoice (after approval)

Please send all Documentation (above) to the Council office.

# Car Repair Program

## WHAT

The St. Louis Archdiocesan Council Car Repair Program helps our neighbors in need (NIN) stay on the road by helping them get their cars repaired. This enables them to get to work, doctors' appointments, and provide for their families. It may also enable them to find work.

We have partnered with several area repair shops that have agreed to give our NIN a significant discount on the repair of their automobiles. See Appendix C for a list of those repair shops. Using this list is strongly preferred but not required.

The Conference pays 25% of the cost up to \$150 (and can pay more if they wish). The St. Louis Council will pay 50% of the repair cost (up to \$500.00). The NIN pays the balance.

## HOW

On your home visit when you discover that the NIN is having car issues, but can't afford to pay for a costly repair, send them to one of our repair partners for an estimate. Simply call the repair shop and let them know you are sending a NIN. Fill out the Council Program Form **completely**—including the amount needed and submit to **timothy@svdpstl.org**. Include a copy of the estimate or invoice from the repair shop.

When the repair is finished, pay the Conference portion and have the NIN pay their portion. The repair shop will bill the Council for our portion. The car will be released when the Conference and NIN portions are paid. Our repair partners have agreed to release the car and then bill the Council. If you are not using a preferred repair partner, coordinate payment arrangements with Timothy Massey at the Council Office at 314-881-6028. You will also need to get a W9 from non-partner repair shops.

# Car Repair Program Required Documentation

## Universal Documentation:

- Completed Council Program Form (see Appendix A)
- Signed and Witnessed Release of Confidential Information
- Proof of Income or Certification of Zero Income
- Copy of Photo ID
- Neighbor in Need Story/Reason for Request

## Program-Specific Documentation:

- Estimate/Invoice from Repair Shop
- Wo if it's not an SVDP Partner repair shop (See Appendix C)

Please send all Documentation (above) to the Council office.

# Disaster Program

## WHAT

The Society of St. Vincent de Paul is listed as Second Responder for disasters such as floods, fires, and tornadoes. Vincentians help victims rebuild their lives after the First Responders' rescue efforts. But, more importantly, Vincentians offer fellowship, reassurance, and the hope of Christ after the trauma of a disaster. Most often, Vincentians provide, at no cost, vouchers to our Thrift Stores where our neighbors in need (NIN) can purchase the beds, furniture, clothing, and other household goods needed to replace lost items.

## HOW

When a flood, fire, or tornado strikes:

1. A MARC (Multi Agency Resource Center) will be set up by the Red Cross.
2. Vincentians will be asked by their Conference President to volunteer for various shifts at the MARC.
3. Those Vincentians will meet with disaster victims who present a Red Cross referral sheet.
4. Vincentians will complete a Conference Universal Intake Form (see Appendix B) with the families and send the form to the St. Louis Archdiocesan Council Office.
5. The Council will then forward the Intake Forms to the appropriate Conferences.
6. Vincentians in those Conferences will do home visits to determine the disaster help needed (utilities, food, prescription drugs) and can also write store vouchers.
7. Plan for a follow-up visit with the NIN to confirm that program item(s) were received and how those programs helped their family.

To help a family affected by a house fire, do a home visit and get a copy of their Red Cross referral sheet. If they don't have a referral sheet, they should contact the Red Cross right away. Fill out a Council Program Form **completely** to apply for Disaster Funds. Be specific on the needs of the family. Send the Red Cross referral sheet and the Council Program Form to Disaster Relief Coordinator Annette Bligh at [bligha@swbell.net](mailto:bligha@swbell.net). All aid—utilities, store vouchers, etc.—will be covered by Disaster Program Funds.

# Disaster Program Required Documentation

## Universal Documentation:

- Completed Council Program Form (see Appendix A)
- Signed and Witnessed Release of Confidential Information
- Proof of Income or Certification of Zero Income
- Copy of Photo ID
- Neighbor in Need Story/Reason for Request

## Program-Specific Documentation:

- Red Cross Referral Sheet
- Copy of Store Vouchers
- W9 on Any New Vendors
- Other Documents as Needed

Please send all Documentation (above) to the Council office.

# Housing Assistance Program

## WHAT

Availability of safe, affordable housing remains a serious issue for many of our neighbors in need (NIN). Without housing, it is very difficult for individuals or families to move forward with their lives. To emphasize the importance of this help, the Council has created a “Housing Assistance Program” separate from the Bridges Program. The criteria for assistance remain the same – *“If this situation is addressed, will it help the NIN move out of poverty or avoid falling into poverty?”*

While Housing Assistance can take many forms, it usually covers rent/mortgage that is in arrears, or paying first and last month’s rent (or deposit) to get an un-housed NIN into housing. At times, it may also involve looking forward and recognizing that an extra month’s payment may be important to help the NIN get on their feet.

Here are some guidelines that can help you in your Housing Assistance decision:

1. If the situation is addressed, will it help this NIN move out of poverty or avoid falling into poverty?
2. Why is the NIN in this situation? Job loss? Illness? Slum-lord? Have these problems been addressed?
3. Will the NIN be capable of sustaining the housing going forward?

## HOW

On the initial home visit, determine the need. Submit the completed Council Program Form to **timothy@svdpstl.org**. Include all items on the “Housing Assistance Program” checklist on the next page. Required documentation includes a copy of the first page and the signature page of the lease/mortgage agreement, a statement of payment history, and a W9 from the landlord. A W9 is generally not needed for mortgage payments.

# Housing Assistance Program Required Documentation

## **Universal Documentation:**

- Completed Council Program Form (see Appendix A)
- Signed and Witnessed Release of Confidential Information
- Proof of Income or Certification of Zero Income
- Copy of Photo ID
- Neighbor in Need Story/Reason for Request

## **Program-Specific Documentation:**

- For lease/rent, first page and signed pages of the current lease agreement as well as the payment history
- For mortgage, copy of the current mortgage statement
- W9 for new vendors (generally not needed for mortgages)

Please send all Documentation (above) to the Council office.



# Utilities Program

## WHAT

The St. Louis Archdiocesan Council Utilities Program helps our neighbors in need (NIN) stay warm in the winter and cool in the summer. This program can save the lives of those exposed to weather extremes for lack of funds. There are many reasons people fall behind and face shut-off of gas or electric: job loss, medical issues, and temporary financial setbacks, to name a few. The Society of St. Vincent de Paul is blessed to be able to keep the lights on and the gas running for those who would otherwise suffer. A shut-off notice is not required.

## HOW

At the home visit, determine the utility need. Ask for a copy of the latest utility bill or disconnect notice. If it is determined that the Conference needs help in paying the utility bill, fill out a Council Program Form completely and submit to **timothym@svdpstl.org**. For utility assistance, it is also required to obtain and provide the NIN social security number.

When you send the Council Program Form, include a copy of the bill or disconnect notice, photo ID, and certification of income. Also include the amount the Conference is going to pay and a narrative of the neighbor's story/request. All of this is on the Council Program Form.

# Utilities Program Required Documentation

## Universal Documentation:

- Completed Council Program Form (see Appendix A)
- Signed and Witnessed Release of Confidential Information
- Proof of Income or Certification of Zero Income
- Copy of Photo ID
- Neighbor in Need Story/Reason for Request

## Program-Specific Documentation:

- Account Number \_\_\_\_\_
- Copy of Bill or Disconnect Notice
- Social Security Number \_\_\_\_\_

Please send all Documentation (above) to the Council office.

# Air Conditioning Program

## WHAT

The heat and humidity of summer take the lives of elderly and infirmed residents in the St. Louis area every year. A simple window air conditioner can very possibly save the lives of those most at risk.

The Society of St. Vincent de Paul is blessed to have window air conditioners available for our neighbors in need (NIN). The goal is to get them into the hands of our most vulnerable neighbors:

- Elderly (especially those living alone)
- Disabled
- Families with small children

## HOW

Conduct a home visit to determine the neighbor's need and eligibility. Fill out the Council Program Form **completely**.

Submit the completed Council Program Form to Timothy Massey at **timothym@svdpstl.org** The Conference will be notified when the application is approved. The Conference should then arrange to pick up (at the Council Office) and deliver the air conditioner to the NIN by contacting Timothy Massey at 314-881-6028. Timothy will give the Vincentian a release form from the donor of the air conditioners (Heat Up St. Louis) to be signed by the NIN. Send that form back to Timothy Massey.

Plan for a follow-up visit with the neighbor to confirm that they had the air conditioner installed and how the program helped their family.

# Air Conditioning Program Required Documentation

## Universal Documentation:

- Completed Council Program Form (see Appendix A)
- Signed and Witnessed Release of Confidential Information
- Proof of Income or Certification of Zero Income
- Copy of Photo ID
- Neighbor in Need Story/Reason for Request

## Program-Specific Documentation:

- Signed Heat Up St. Louis Release

Please send all Documentation (above) to the Council office.

# Burial Program

## WHAT

The Society of St. Vincent de Paul Burial Program has been ensuring the poor are given a Christian burial at Calvary Cemetery for over 150 years. We have a lot at Calvary Cemetery specific to the Society of St. Vincent de Paul. The program is a “burial only” program. To keep costs at a minimum, there is no wake or traditional funeral, and no headstone can be placed since that same plot may have been used previously. Our Funeral Home Partners use biodegradable coffins to allow a burial in that same plot years from now. However, the family will know the lot number and plot number in order to visit their loved one.

We also have cremation available through one of our Funeral Home Partners.

## HOW

If the body is still at the hospital, request a Burial Form from Timothy Massey at **timothym@svdpstl.org**. If the deceased has no family, give the Burial Form to the hospital to fill out. If the deceased does have family, give the Burial Form to the next of kin to fill out. Then send the form to Timothy Massey.

If cremation is the desired option of the family, get a Consent to Cremate Form from Timothy Massey at **timothym@svdpstl.org**. Give the Consent to Cremate Form to the next of kin to fill out. Send the completed form to Timothy Massey. The family can pick up the cremains at an arranged time with the Funeral Home Partner.

Check with Timothy on the cost of the burial. If the Conference is paying, make the check out to the Society of St. Vincent de Paul, St. Louis Council and mail to SVDP, 1310 Papin St., St. Louis, MO 63103, attention Timothy Massey. If the neighbor is paying part or all, a money order needs to be made out to the Society of St. Vincent de Paul, St. Louis Council and sent to SVDP, 1310 Papin St., St. Louis, MO 63103, attention Timothy Massey.

# Burial Program

## Required Documentation

### Universal Documentation:

- Completed Council Program Form (see Appendix A)
- Signed and Witnessed Release of Confidential Information
- Proof of Income or Certification of Zero Income
- Copy of Photo ID
- Neighbor in Need Story/Reason for Request

### Program-Specific Documentation:

- Burial Form
- Consent to Cremate (if cremation is desired)

Please send all Documentation (above) to the Council office.

# Car Donation Program

## WHAT

The St. Louis Archdiocesan Council accepts donations of cars, trucks, boats, motorcycles, snowmobiles, personal watercraft, heavy equipment, and airplanes—yes, airplanes! This program can turn those donations into dollars for the Society of St. Vincent de Paul Car Purchase and Car Repair Programs. Although the process of donating a vehicle is simple and quick, the benefit lasts a long time. The donor could earn a tax deduction as well. All zip codes served by the St. Louis Archdiocesan Council are covered by this program.

## HOW

To donate a vehicle, call 1-800-322-8284 or visit [www.svdpusacars.com](http://www.svdpusacars.com). The owner donating the car should have the title and Vehicle Identification Number (VIN) ready. Here is how the process works:

1. Make the call.
2. The vehicle will be towed.
3. The vehicle will be auctioned.
4. The donor will get a sales receipt to file for a tax deduction.
5. SVDP receives the proceeds.

If the donor does not specify, the proceeds will go to the St. Louis Archdiocesan Council and be used to fund the Car Purchase Program and the Car Repair Program. If the donor wants the proceeds to go to a specific Conference, tell the operator which Conference. The donor needs to give the name of the Conference **and** the street address. (We have six Immaculate Conceptions and five Sacred Hearts!)

That's it. Simple and quick.

# **Car Donation Program Required Documentation**

**No Universal or Program Specific Information Needed**



# Prescription Program

## WHAT

The Prescription Program gives our neighbors in need (NIN) access to scores of generic prescription drugs at no cost to either the Conference or the neighbor. Many of our neighbors say they often must choose between eating or taking their medicine. The Prescription Program may allow them to do both.

## HOW

During the home visit, Vincentians might ask the NIN if they could use help with any prescription medications they take. If they do need help, show them the Prescription Program voucher that contains a formulary of drugs available through the program. Have them identify which of their medications are on the formulary. When you establish that their medication(s) are covered in the program, fill out sections 1 and 2 of the voucher. Section 1 is the Vincentian's name (first name is fine) and Conference number. If you're not sure of your Conference number, call the St. Louis Archdiocesan Council Office at 314-881-6000. Then give the voucher to the NIN and tell them to take it to their doctor. The doctor will fill in section 3, which is the actual prescription. The doctor will then fax the prescription to the pharmacy. The NIN will receive their prescription(s) by mail in a matter of days.

Vincentians can get prescription vouchers by contacting Varrietta Anthony at [varriettaa@svdpstl.org](mailto:varriettaa@svdpstl.org) or 314-881-6039. There is no Council approval necessary for this program. Keep a log of neighbors who have received vouchers. Prescriptions written by the doctors might be for a 3- or 6-month supply at the doctor's discretion. When a refill is necessary, the doctor will notify the NIN to contact the Conference. The neighbor will need to come back to the Conference for a new voucher. Vouchers can hold up to four prescriptions. If the neighbor needs more than 4 prescriptions, give them extra vouchers as needed.

# **Prescription Program Required Documentation**

**No Universal or Program Specific Information Needed**



Date \_\_\_\_\_

Neighbor Name \_\_\_\_\_  
Neighbor Phone \_\_\_\_\_  
Neighbor Address \_\_\_\_\_  
Neighbor City/State/Zip code \_\_\_\_\_

Conference Name \_\_\_\_\_  
Conference District \_\_\_\_\_  
Head of Household \_\_\_\_\_  
Neighbor County \_\_\_\_\_

HOUSEHOLD INFORMATION				
	Adult Female(s)	Adult Male(s)	Number of Children	Notes
	Age(s) _____	Age (s) _____	17 and Under	
Totals				Household Total

HOME VISIT		
Name of Vincentian	Phone # of Vincentian	Email Address of Vincentian

SIGNED VERIFICATION OF INCOME AND ID			
License or ID #	Expiration Date	Gross Income Source	Gross Income Amount

Vincentian Initials: I have verified the client's ID and Income. **X** \_\_\_\_\_

**UNIVERSAL DOCUMENTATION**

Signed and Witnessed Confidentiality Release     Copy of Photo ID  
 Proof of Income or Certification of Zero Income     Neighbor Story/Reason for Request

**RELEASE OF CONFIDENTIAL INFORMATION**

All information collected by the Society of St. Vincent de Paul (SVDP) staff, volunteers, and/or interns regarding clients or potential clients is confidential. SVDP is committed to protecting the privacy of all clients as completely as possible. However, in some cases, it is necessary or desirable for us to either receive and/or share information with others. The purpose of obtaining and/or sharing this information is to ensure clients receive the assistance needed.

I hereby authorize THE SOCIETY OF ST. VINCENT DE PAUL to access and release any information or records that are relevant for purpose of providing assistance for my needs for twelve months.

Neighbor Printed Name \_\_\_\_\_

Neighbor Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

# COUNCIL PROGRAM FORM

CONFIDENTIAL: Please submit to Council Office

Date \_\_\_\_\_

Neighbor's Name \_\_\_\_\_

<b>PROGRAMS AND REQUIRED DOCUMENTATION</b> <small>(See individual program instructions for further details.)</small>			
<b>Program</b>		<b>Documents Needed</b>	<b>Amount</b>
<input type="checkbox"/>	Beds	<input type="checkbox"/> Copy of the Store Voucher	\$
<input type="checkbox"/>	Bridges	<input type="checkbox"/> 2 Bids for Repairs, Replacements, or Other Work <input type="checkbox"/> W9 for New Vendors	\$
<input type="checkbox"/>	Car Purchase	<input type="checkbox"/> Driving Record (from DMV) <input type="checkbox"/> Copy of Valid Driver's License <input type="checkbox"/> Proof of Full-Coverage Insurance <input type="checkbox"/> Car Purchase Contract/Invoice (After Approval)	\$
<input type="checkbox"/>	Car Repair	<input type="checkbox"/> Estimate/Invoice from Repair Shop <input type="checkbox"/> W9 if it's Not an SVDP Partner Repair Shop	\$
<input type="checkbox"/>	Disaster	<input type="checkbox"/> Red Cross Referral Sheet <input type="checkbox"/> Copy of Store Vouchers <input type="checkbox"/> W9 on Any New Vendors <input type="checkbox"/> Other Documents as Needed	\$
<input type="checkbox"/>	Housing	<input type="checkbox"/> For Lease/Rent, First Page and Signed Pages of the Current Lease Agreement as well as Payment History <input type="checkbox"/> For Mortgage, Copy of the Current Mortgage Statement <input type="checkbox"/> W9 for New Vendors (Generally Not Needed for Mortgages)	\$
<input type="checkbox"/>	Utility Assistance <input type="checkbox"/> Ameren <input type="checkbox"/> Spire <input type="checkbox"/> Other	<input type="checkbox"/> Account Number _____ <input type="checkbox"/> Copy of Bill or Disconnect Notice <input type="checkbox"/> Social Security Number _____	\$
<input type="checkbox"/>	Air Conditioner	<input type="checkbox"/> Signed Heat Up St. Louis Release	\$
<input type="checkbox"/>	Burial	<input type="checkbox"/> Burial Form <input type="checkbox"/> Consent to Cremate (if Cremation is Desired)	\$
<input type="checkbox"/>	Prescription	No Additional Information Needed	\$

**IF A VOUCHER IS REQUIRED, PLEASE INCLUDE A COPY OF THE VOUCHER.**

<b>PLEDGE INFORMATION</b>			
Total Amount Needed	\$ _____	District Pledge	\$ _____
Conference Pledge	\$ _____	Council Pledge	\$ _____
Twining Pledge	\$ _____		

<b>NEIGHBOR IN NEED STORY/REASON FOR REQUEST</b>
Please be Specific. Attach additional pages if needed. If this is a Bridges, Housing, or Car Request, comment on the long-term impact on the neighbor.



Conference \_\_\_\_\_

New Neighbor  yes  no

Date \_\_\_\_\_

No. of people in the household \_\_\_\_\_

How did the Neighbor hear about SVDP? \_\_\_\_\_

If a twinning call, list the name of the Parish assisted \_\_\_\_\_

Where visitation took place  Home  Church/Pantry  Hospital  Eldercare  Prison  Other \_\_\_\_\_

**NEIGHBOR INFORMATION**

Neighbor Name \_\_\_\_\_

Neighbor Home Phone \_\_\_\_\_

Neighbor Address \_\_\_\_\_

Neighbor Cell Phone \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip Code)

Photo ID \_\_\_\_\_

Marital Status \_\_\_\_\_

Occupation/Employer \_\_\_\_\_

Currently Unemployed

Total Household Monthly Income \$ \_\_\_\_\_

Income Source(s):

Total Household Monthly Expenses \$ \_\_\_\_\_

Other needs, i.e. *prescriptions, faith, education...* \_\_\_\_\_

**SPOUSE/OTHER ADULTS LIVING IN HOUSE**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship to Neighbor \_\_\_\_\_

Occupation \_\_\_\_\_ Currently Employed  Yes  No

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship to Neighbor \_\_\_\_\_

Occupation \_\_\_\_\_ Currently Employed  Yes  No

**CHILDREN**

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_



Neighbor Name \_\_\_\_\_

**ASSISTANCE PROVIDED**

Goods	# of People Helped	\$ Value	Other Aid	# Provided
A. Food			Jobs obtained	
B. Furniture			Referrals	
C. Clothing			Travel aid	
D. Other			Spiritual aid/Sacraments	
<b>Subtotal of Goods (A - D)</b>			Other	
Services	# of People	\$ Value	<b>Total Other Aid</b>	
E. Utility Assistance				
F. Rent/mortgage				
G. Legal				
H. Medical				
I. Dental				
J. Other				
K. Car Purchase				
L. Car Repair				
<b>Subtotal of Services (E - J)</b>				
<b>Total Goods and Services (A -</b>				

**NOTES AND COMMENTS (Attach additional pages if needed.)**

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Name of Vincentian who did the intake \_\_\_\_\_

**RELEASE OF CONFIDENTIAL INFORMATION**

All information collected by the Society of St. Vincent de Paul (SVDP) staff, volunteers, and/or interns regarding Neighbors or potential Neighbors is confidential. SVDP is committed to protecting the privacy of all Neighbors as completely as possible. However, in some cases, it is necessary or desirable for us to either receive and/or share information with others. The purpose of obtaining and/or sharing this information is to ensure Neighbors receive the assistance needed.

\_\_\_\_\_, hereby authorizes  
(Name of Neighbor)

THE SOCIETY OF ST. VINCENT DE PAUL to access and release any information or records that are relevant for the purpose of providing assistance for my needs for twelve months.

Neighbor signature **X** \_\_\_\_\_ Date \_\_\_\_\_

Social security number \_\_\_\_\_ (for utilities only)

Witness signature **X** \_\_\_\_\_ Date \_\_\_\_\_

## Appendix C

# Car Repair Partners

Note: While Car Repair Partners are organized by District, you are free to choose the shop of your choice, even if it is outside your District.

### **Festus District:**

Best Auto Repair LLC  
Jerel Lee Poor  
2120 Michigan Avenue  
Arnold, MO 63010  
(636) 296-5259  
jerel@jerelpoor.com

Propst Auto Service, Inc.  
Dennis Corday/Derek Wade  
301 N. Mill Street  
Festus, MO 63028  
(636) 937-8647  
propstauto@hotmail.com

Squires Services  
Jonas or Jason Oppermann  
110-B Industrial Drive  
Arnold, MO 63010  
(636) 461-2277  
jonas@squireservices.com

### **North District:**

Complete Transmission  
& Auto Repair  
Mike Montgomery  
2001 Woodson Road  
Overland, MO 63114  
(314) 426-2818  
m.montgomery007@att.net

The Pit Crew  
#1 Flower Valley Shopping Ctr.  
Florissant, MO 63033  
(314) 972-7777

Hart Automotive  
Ken Shell  
8 Industrial Lane  
Florissant, MO 63031  
(314) 838-8700

### **South District:**

Squires Services  
Jonas or Jason Oppermann  
8900 Gravois Road  
St. Louis, MO 63123  
(314) 638-2277  
jonas@squireservices.com

### **South Central District:**

Combs Auto Service & Tire Center  
Scott Combs  
10520 Big Bend  
Kirkwood, MO 63122  
(314) 821-6100  
comtir@gmail.com

### **West District:**

Whited Automotive  
Bob or Julie Whited  
1871 Pottery Road, Ste. 102  
Washington, MO 63090  
(636) 360-0328  
robert\_whited@sbcglobal.net





# Notes

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# WHY?

To seek and serve all in need  
so that people are inspired to grow closer to Christ.

# HOW?

Fortify ourselves in prayer

Work together in friendship

Embrace everyone person to person

Empower people closest to the need

Find a way to yes

Recognize the true need, be courageous, act promptly

See the face of Christ in each other

Practice listening, empathy, compassion, dignity and joy



**SOCIETY OF ST. VINCENT DE PAUL**  
**ARCHDIOCESAN COUNCIL OF ST. LOUIS**

... HELPING NEIGHBORS STARTS AT HOME ...