

STOUGHTON SENIORS IN NEED FUNDING GUIDELINES

1. A person must be 55 years of age or older to qualify for a Seniors in Need grant.
2. The full Seniors in Need Committee must approve requests for assistance over \$300. A sub-committee of three Seniors in Need Committee members will be established to regularly act and approve any requests if funds are needed before the next regularly scheduled committee meeting and are under \$300. Two of those members must collectively agree to approve funding (three will serve on the sub-committee, two to approve, to allow for one of the three not being available). Emergency needs over \$300 will require that a special meeting of the whole committee be called.

In all cases, every reasonable effort must be made to include the Committee Chair as one of the two Committee members being consulted for approval of funding.

3. In addition to funding the needs of individuals, this Committee shall be authorized to provide funding to organizations that assist older adults in ways that are consistent with the Mission Statement of this Committee.
4. As a rule, priority will be given to one-time emergency needs, however, the Committee recognizes there may be specific circumstances that arise for ongoing assistance; these requests shall be considered by the Committee on an individual basis.
5. Requests may be granted for ongoing expenses, by a unanimous vote of the Committee, but not to exceed a six-month period.
6. A full month rent payment may be considered only after a tenant receives written notice from a landlord that eviction may be considered. Grants for full rent payment will be limited to a maximum of two consecutive months.
7. A partial rent payment will be considered when a tenant is able to pay partial rent, but not full payment. Grants for partial rent payment will be limited to a maximum of two consecutive months.
8. Payment approval and processing procedure:
 - a. Requests are submitted by Case Managers to a Senior Center representative. (Presently this will be Cindy McGlynn.)
 - b. Senior Center representative will contact two of the three approval sub-committee members if the request is under \$300 and the needs must be met before the next committee meeting. Two of the three must agree to approval and one sign the purchase order. All requests approved by this sub-committee will be reported to the whole committee at the next regularly scheduled meeting.

- c. If the request is for more than \$300 and an emergency, the Senior Center representative will contact the Chair to call a special meeting.
- d. If the requests are not urgent, they will be forwarded to the Chair for action at the regularly scheduled meeting.
- e. One of the three sub-committee members shall be designated to sign the purchase order for payment after approval by any of the processes listed above. It is suggested that this person be the Chair of the Seniors in Need Committee.
- f. Accounts Payable clerk with the City of Stoughton will mail the checks to the vendors.
- g. The three members who will serve on the sub-committee will be required to take HIPAA training. This relates to the Federal Confidentiality laws. A short training session will be provided by our EMS Director, either in person or with a 1/2 hour video.

APPROVED BY THE COMMON COUNCIL: May 23, 2003

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