



USE OF CLIENT ASSISTANCE FUNDS

Effective July 1, 2023

Allowable Expenses	Disallowable Expenses
<p>Client Assistance Funds to support family stabilization.</p> <ul style="list-style-type: none"> • Housing: payee must be landlord/property manager/bank/mortgage company • Utilities (phone, gas, electricity, internet, garbage, water, sewer): payee must be utility provider • Food • Transportation • Clothing • Household supplies • Emergency or short-term (3 mos. or less) mental health support • Diapers, formula and other essential items for babies • Car seats when needed for family stabilization (e.g. facilitating parents' employment, taking child to caregivers) • Moving and other expenses related to fleeing/preventing violence • Gift cards with maximum value of \$200 	<ul style="list-style-type: none"> • Payments directly to clients for housing and utility assistance • Gift cards with a value of more than \$200 • Anything not on the list of allowable expenses. Contact your grant manager if you have questions.

When billing PCL for client assistance, you must submit the following details for client assistance provided:

- **Date** assistance was provided to client
- **Who** received assistance (client's unique agency identifier, client initials or other ways to protect confidentiality are fine)
- **Amount** of assistance provided
- **Reason** for assistance (choose from the list of allowable expenses; incentives are not client assistance and should not be listed as a reason)
- **For Housing and Utility Support:** Documentation of payee must show landlord/property manager/bank/mortgage company, or utility provider