

## USE OF CLIENT ASSISTANCE FUNDS

Effective July 1, 2025

Allowable Expenses	Disallowable Expenses
<p><b>Client Assistance Funds</b> to support family stabilization.</p> <ul style="list-style-type: none"> <li>Housing: <b>payee must be landlord/property manager/bank/mortgage company</b></li> <li>Utilities (phone, gas, electricity, internet, garbage, water, sewer): <b>payee must be utility provider</b></li> <li>Food</li> <li>Transportation</li> <li>Clothing</li> <li>Household supplies</li> <li>Emergency or short-term (3 months or less) mental health support</li> <li>Diapers, formula and other essential items for babies</li> <li>Car seats when needed for family stabilization (e.g. facilitating parents' employment, taking child to caregivers)</li> <li>Moving and other expenses related to fleeing/preventing violence</li> <li>Gift cards with maximum value of \$200</li> </ul>	<ul style="list-style-type: none"> <li>Payments directly to clients for housing and utility assistance</li> <li>Gift cards with a value of more than \$200</li> <li>Anything not on the list of allowable expenses. Contact your grant manager if you have questions.</li> <li>Client assistance expenses that exceed 5% of the total annual PCL budget.</li> </ul>

If grantee will provide client assistance, the following information must be tracked and supporting documentation submitted with quarterly grant expenditure reports/invoices:

- 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 (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.