

USE OF CLIENT ASSISTANCE FUNDS

Effective November 20, 2025

Allowable Expenses	Disallowable Expenses
Client Assistance Funds to support family stabilization. - 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 months 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	- 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.

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.