

SUMMARY OF ALLOWABLE EXPENSES UNDER EMERGENCY FOOD AND SHELTER PROGRAM

Food purchases for food banks/pantries and other food providers: Food, food vouchers, seeds, gift certificates (must be marked "Food Only" or "Food and Diapers Only")

Transportation for food banks/pantries and other food providers: must be related to the delivery and distribution of purchased and donated food – a dated mileage log must be kept (48.5 cents per mile)

Equipment & consumable supplies for food banks/food pantries: shelving, storage containers (not to exceed \$300) for the operation of a food bank or consumable supplies (bags, boxes, etc) essential to the distribution of food

Food purchases for mass feeding: Food (hot meals, groceries, food vouchers)

Transportation for mass shelter/mass feeding: Local transportation expenses for picking up/delivery of food, transporting clients to a mass shelter (5 or more beds in one location), or feeding site. Limited to a dated mileage log at the Federal rate (48.5 cents per mile), contracted services or public transportation.

Consumable supplies for mass shelter/mass feeding: Mass feeding supplies (i.e., plastic cups, utensils, detergent, paper plates, etc.) or for mass shelters with 5 or more beds (e.g., soap, toothbrushes, cleaning supplies, toothpaste, etc.)

Equipment purchases for mass shelters/Mass feeding: Required Board Approval – equipment repair not to exceed \$300 per item (stove, refrigerator, hot water heater).

Limited first aid supplies for mass shelter/feeding: e.g., aspirin, band aids, cough syrup

Building code repairs to mass shelter/feeding facilities: Cannot exceed \$2500 and must be approved by the board – lot of restrictions

Mass shelter expenses: 2 options: (1) Reimbursement of actual direct eligible costs – requires canceled checks and vendor invoices for supplies/equipment essential to the operation of the mass shelter (e.g., cots, mattresses, soap, linens, blankets, cleaning supplies, etc)

(2) Per Diem allowance of exactly \$7.50 or \$12.50 per night for mass shelter providers (5 or more beds in ONE location) only if approved in advance by the local board and the agency's total mass shelter award is expended in this manner. The local board chooses between \$7.50/\$12.50 but these funds may be used for any cost related to the operation of the mass shelter and are not limited to eligible costs under EFSP as long as they are spent on mass shelter. (does not include the additional costs associated with food or the food per meal allowance.)

Mass Feeding Expense: 2 options: (1) Reimbursement of actual direct eligible costs – cancelled checks and vendor invoices for supplies/equipment (e.g., food, paper products, cleaning products, pots and pans, etc. Cannot be used for a singular event, special events, holidays, etc. Snack foods are limited to part of the daily meal plan only.

(2) Per meal allowance of \$2 per meal served if approved by the Board and the total mass feeding is expended in this manner. Not limited to otherwise eligible items and may be used to cover costs such as rent, utilities and staff salaries for the feeding program.

Off-site lodging: Emergency lodging in motel or hotel for room and tax only under the following conditions: 1. No appropriate on-site shelter is available and 2. It is limited to 30-days assistance per individual or household during the current program period.

Rent/Mortgage assistance/eviction prevention: Includes 1) limited emergency rent or mortgage assistance provided conditions (a) through (f) are met – (a) payment is in arrears or due within 5 calendar days; (b) all other resources have been exhausted; (c) the client is the resident of the home or apartment and responsible for the rent/mortgage where the assistance is to be paid; (d) Payment is limited to a maximum of one month's assistance for each individual or household – may be paid over time as long as the total payment does not exceed one month's cost and is paid by a single agency; (e) assistance is provided only once by a single awardee in each award period (once per year); (f) payment must guarantee an additional 30 days of occupancy. (Late fees, legal fees, deposits and condo fees are ineligible)

First month's rent payment: Can be paid when (a) the household is transient and plans to stay in the area for an extended period; or (b) is moving from a temporary shelter to more permanent housing; or (c) the household is being evicted because one-month's payment will NOT forestall eviction. Cannot be provided in addition to emergency rent/mortgage assistance/eviction prevention)

Utility Assistance: limited metered utility assistance if the client is (1) a resident of the home/apartment and (2) responsible for the utilities under conditions a-f: (a) payment is in arrears or due within 5 calendar days; (b) all other resources have been exhausted; (c) Payment is limited to a maximum of one month's cost for each utility for each individual or household; (d) the month paid is current amount, budget amount or part of the arrearage that is still owed at the time of payment; and (e) each utility can be paid only once in each award phase (once per year); (f) payment must guarantee an additional 30 days of utility service. (Late fees, legal fees, deposits and reconnect fees are ineligible)

Diapers: eligible (1) for direct distribution to individuals, (2) for residents of mass shelters, (3) as vouchers to grocery stores (Diapers Only).

NOTES: Snacks and drinks are not allowed unless part of a planned meal feeding but purchase of blankets, mattresses and bed pillows are allowable. First month's rent is allowable as well as utility bills if in arrears but only one month per utility. Transportation to the shelters is also be allowable on either a direct cost reimbursement (bus passes, cab fare, etc) or mileage reimbursement. Shelters must have a minimum of 5 beds each to qualify. Reconnect fees for utilities and utility deposits are not allowable expenses.