



# Mission of the Safe Homes Project

*(for Managers and caseworkers)*

**We, the Notre Dame Sisters and Associates, commit to alleviate family violence, sexual assault, and sex trafficking through the Safe Homes two-step program:**

## **Financial Assistance:**

Provide financial assistance to clients experiencing family violence, sexual assault, or sex trafficking to assist them in paying for:

- Rent or rent deposit, application fee for apartment (One time)
- Utilities or utility deposit
- Mortgage payments
- Past due rent or utility costs
- Household goods including furniture and equipment including:
  - basic furniture needs, beds, table/chairs, couch, etc.
  - dishes, pots/pans, bath towels, dish towels, etc.
- Transportation costs including gas and bus tickets, car repairs, and maintenance
- Other items can be included if approved by the committee and verified by the caseworker
- The maximum amount to be given is \$750.

## **Keeping-On Program**

One-year long program where client can receive \$150 check per quarter if client meets the following expectations:

- Expectations of the client:
  - Pay rent every month and maintain independent housing
  - Call the Safe Homes liaison every month
  - Sign Release of Information so liaison can speak with landlord/landlady regarding payment of rent



## Expectations of the Caseworkers

1. Assure that the client is a victim/survivor of domestic violence, sexual assault or sex trafficking and has successfully completed, or is in an ongoing, domestic violence program.
2. Screen the client to see that she/he has shown high potential for success in becoming independent and in being able to establish and maintain her/his home and family needs.
3. Verify that the client has applied for other funding **before** applying to Safe Homes, as we are a “last resort” program.
4. Inform the client that \$750 is the limit Safe Homes can provide.
5. **Assess and verify** the needs of the client for which financial assistance is needed.
6. Checks for rent and utilities will be sent directly to the company. All other checks will be sent directly to the client as verified by the caseworker. Caseworker can advise Safe Homes if another process would be more effective.
7. Complete the on-line application form with the client. Check the application to see that all information is complete and accurate.
8. Share information about Keeping On with the client. This information is prepared for you.



## Safe Homes Project Memorandum of Agreement

- **We, the Notre Dame Sisters and Associates, commit to the Mission of the Safe Homes Project. We will provide financial assistance to clients and their children who have experienced domestic violence, sexual assault, or sex trafficking.**
- **The Authorized Representative of the collaborating agency is responsible to share all the Safe Homes information with new employees and to supervise case workers or designated staff to carry out the following:**
  1. Assure that the client is a victim of domestic violence, sexual assault, or sex trafficking and has successfully completed, or is in an ongoing, domestic violence program.
  2. Screen the client to see that she/he has **shown high potential for success** in becoming independent and in being able to establish and maintain her/his home and family needs.
  3. Assist client in finding other funding **before applying to Safe Homes** as we are a “last resort” program.
  4. Inform the client that \$750 is the limit Safe Homes can provide.
  5. Assess and verify the needs of the client for which financial assistance is needed.
  6. Checks for rent and utilities will be sent directly to the company. All other checks will be sent directly to the client as verified by the caseworker.
  7. Complete the on-line application form with the client. Check the application to see that all information is complete and accurate.

**Signatures:**

**Agency** \_\_\_\_\_

**Agency Representative** \_\_\_\_\_ **Print** \_\_\_\_\_

**Position** \_\_\_\_\_ **Email** \_\_\_\_\_ **Date** \_\_\_\_\_

**Safe Homes Project of the Notre Dame Sisters and Associates**

**Safe Homes Representative** \_\_\_\_\_ **Position** \_\_\_\_\_

**Email** \_\_\_\_\_ **Date** \_\_\_\_\_