

CLIENT EMERGENCY/BASIC NEEDS FUND (CEBN)



PURPOSE

CEBN funds are designated for clients encountering barriers to entering or remaining engaged in treatment services while enrolled in an Alcohol and Drug Treatment agency within Multnomah County.

CLIENT ELIGIBILITY:

- Age 18 or older.
- Gross monthly household income below 200% federal poverty level.

ANNUAL INCOME		MONTHLY INCOME	
FAMILY SIZE	200%	FAMILY SIZE	200%
1	24,280.00	1	2,023.00
2	32,920.00	2	2,743.00
3	41,560.00	3	3,463.00
4	50,200.00	4	4,183.00
5	58,840.00	5	4,903.00
6	67,480.00	6	5,623.00
7	76,120.00	7	6,343.00
8	84,760.00	8	7,063.00
For family units of more than 8 members, add \$4,320.00 for each additional member.		Add \$360 for each person over 8.	

- Have utilized all other potential sources of assistance. **CEBN is considered assistance of last resort.**
- Have not used over \$600 in CEBN funds for housing/utility assistance in the past 12 months, or \$300 for basic/emergency needs in the past 24 months.

ELIGIBLE EXPENSES INCLUDE BUT ARE NOT LIMITED TO:

Basic Needs

- *Bus passes/tickets
- *Hygiene/household items
- *Food (limited)
- *OR ID cards, birth certificates
- *Eye exams/glasses
- *Dentures
- *Essential durable medical goods
- *Employment readiness materials (e.g.: tools, certificates)
- *Clothing (limited)

Housing/Utilities

- * Short-term Rent Assistance
- * Utilities
- * Emergency Motel Vouchers (limited)
- * Deposit Fees (security, key, pet, etc.)

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PROCEDURES:

- 1) A&D Treatment Agency identifies up to 2 CEBN representatives and notifies INW about their names and contact information including direct phone number and email address. Agency is responsible for notifying INW should the assignment of their representatives be changed.
INW CEBN representative is Alison Dougherty, who can be reached Monday to Thursday 9AM to 5PM at 503.721.6784 or by email at adougherty@impactnw.org.
- 2) A&D Treatment Agency identifies client need. It is required that this need is well documented in client's treatment plan. A long term stabilization plan must be a part of documentation should the need concern housing-related assistance. Investigation and community resources research must be conducted prior to requesting CEBN funds.
- 3) A&D Treatment Agency representative contacts INW CEBN representative and checks fund availability.
- 4) A&D Treatment Agency representative completes CEBN document packet. This packet always includes a referral form and release of information form allowing INW to talk with a third party vendor.
- 5) The following additional documents will be required for rent and deposit payments: a valid and complete rental agreement, completed landlord letter and completed, dated and signed W9 form.
- 6) A&D Treatment Agency representative submits the CEBN document packet to INW CEBN representative either by email: adougherty@impactnw.org, or by fax: 971.242.8862 Attn.: Alison.
- 7) If the funds are available, the request falls within eligibility criteria, client's history of accessing the funds allows and all the required documentation is complete, INW CEBN Representative reviews documents and authorizes payments.
- 8) INW CEBN Representative notifies A&D Treatment Agency when bus passes/tickets, gift cards and checks are available for pick up at 10055 E Burnside St., Portland, OR 97266. A&D Treatment Agency Representative is responsible **for collecting and keeping receipts for goods** purchased with checks and/or gift cards. **A&D Treatment Agency Representative is responsible for escorting clients with checks and/or gift cards to make approved purchases. A&D Treatment Agency Representative must return all unutilized checks and/or gift cards to the INW CEBN Representative within 30 days of receipt of funds. At no time should clients be in possession of checks and/or gift cards. CEBN funds cannot be dispersed to A&D Treatment agencies with outstanding checks and/or gift cards of 60 days or more.** A&D Treatment Agency Representative is also responsible for tracking monthly BULK bus fare usage on a typed electronic transportation log. **Bulk bus fare will not be approved for A&D Treatment Agencies who do not follow the "Tri Met Usage Report Procedures"**. Please review the Tri Met Usage Report Procedures for more detailed instructions on BULK bus fare usage.