



## USE OF CLIENT ASSISTANCE FUNDS

Allowable Expenses	Disallowable Expenses
<p><b>Client Assistance Funds</b> to support family stabilization such as:</p> <ul style="list-style-type: none"> <li>• Food</li> <li>• Housing</li> <li>• Transportation</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>• Clothing and/or laundry supplies</li> <li>• Household supplies (e.g. cleaning, toiletries)</li> <li>• Activities for children (e.g. art supplies, books, puzzles, games)</li> <li>• Medical expenses</li> <li>• Emergency or short term (3 mos. or less) mental health support</li> <li>• Utilities (e.g. phone, gas, electricity, internet, garbage, water, sewer)</li> <li>• Moving expenses or expenses related to fleeing/preventing violence</li> <li>• Gift cards with maximum value of \$200</li> </ul>	<ul style="list-style-type: none"> <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> </ul>

When billing PCL for client assistance, you must submit the following details for client assistance provided:

- **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 (choose from the list of allowable expenses; incentives are not client assistance and should not be listed as a reason)