

**2008-2009 Greater MN Guidelines for
Every Penny Counts Emergency Assistance
PO Box 582943
Minneapolis MN 55458
612-331-7733 (Metro) OR 1-800-565-9028 (Toll-free)
612-341-3804 - fax**

Every Penny Counts Emergency Assistance is available for low-income (see income guidelines), HIV-positive Minnesotans. Please read these guidelines carefully. Failure to complete the application or provide correct documentation will result in a delay in meeting your emergency need.

1. Eligible individuals may receive up to \$410 per program year for any of the following:

Moving fees: Professional movers or U-haul rental only

Phone: Phone bills limited to \$100 annually (no cable or internet bills)

Food: Cub Foods, Super One Foods, etc gift certificates, comes out of \$410 allotment. Individuals can get up to \$40 in certificates once per month.

Medical care

2. Complete the attached application (both sides). A new application must be completed each program year (April 1, 2008 – March 31, 2009). If you request assistance more than once during the program year and have a current application on file, you do not need to complete another application for each additional request for assistance.

3. **If this is the first time you are applying** for assistance, please provide written verification of HIV-positive or AIDS status signed by a licensed health care professional.

4. Attach **proof of the income** you report on the application. Without income documentation, we will be unable to provide assistance.

5. Submit a copy of the bill you want paid. Moving fee requests must include a signed Minnesota Department of Health /Hennepin County Housing Related Assistance Form. A copy of this form is available from HIV case managers, by contacting Every Penny Counts, or downloading it from the MAP web site. You must also submit an invoice for the moving cost.

6. **Monthly lottery:** Funds for emergency financial assistance will be divided and distributed evenly for each month. Requests containing all the required paperwork will be included in the lottery. On the first business day of the month a lottery will be conducted. Requests for assistance will not automatically be carried over to the next month. If your request is not selected, you must resubmit your request to be considered for the following month's lottery.

7. Every Penny Counts will pay the bill directly to the vendor and contact you by mail if the bill **will not be** paid as requested.

8. To qualify for assistance, applicants must meet all eligibility requirements and have first used any other available funding resources. This service is funded by the federal Ryan White CARE Act, Part A or B.

Housing (rent and/or mortgage) and Utility Assistance is available to HIV positive individuals living in Greater Minnesota through the Greater Minnesota Housing Assistance program. Please contact your case manager or Every Penny Counts for an application.

9. Send these papers:

- 1) Every Penny Counts application and proof of income (if not on file for current funding period)
- 2) Written verification of diagnosis required by licensed health care professional for new applicants only.
- 3) Original or copy of bill to be paid
- 4) Moving assistance request require a signed MN Dept of Health/Hennepin County Housing Related Assistance form and an invoice for the moving cost.

PLEASE NOTE:

Please call our voicemail and leave a detailed message if you have questions. We will usually return your call within one (1) working day.

Every Penny Counts Emergency Assistance has a grievance policy, contact the MAP AIDSLine for further information.

During the grant period/year, program guidelines and the amount of funding allowed individuals is subject to change based on needs and/or the availability of funding. A review of the current funds available will be conducted in October, based upon that review the amount of funds that a person can access may increase or decrease. A notice will be sent to providers and a message will be recorded on the Every Penny Counts voicemail of any changes that occur.

Every Penny Counts no longer provides financial assistance for childcare cost.

INCOME GUIDELINES FOR EVERY PENNY COUNTS EMERGENCY ASSISTANCE
2008 Federal Poverty Guidelines
(175%)

Family Size	Annual Income	Monthly
1	\$18,200	\$1,517
2	\$24,500	\$2,042
3	\$30,800	\$2,567
4	\$37,100	\$3,092
5	\$43,400	\$3,617
6	\$49,700	\$4,142
7	\$56,000	\$4,667
8	\$62,300	\$5,192

For family units with more than eight members, add \$6,300 for each additional member to annual income. "Family Unit" is defined as all people living together that are **legally dependent** on the income. Income for all members of the "family unit" will be considered for these guidelines.