

Spending Priorities Phase 41

The intent regarding the use of funds is that goods and services purchased or provided with EFSP funds should be used as necessary on a daily basis to help meet community need during the spending period. Food vouchers and purchased gift certificates/gift cards must be distributed and used during the jurisdiction's spending period. Large purchases made at the end of the spending period do not meet the intent of the program and will be considered ineligible.

Client Eligibility The EFSP is a need based program, for which clients must qualify. The National Board does not set client eligibility criteria. Local Boards may choose to set such criteria. If the Local Board does not set eligibility criteria, the LRO may use its existing criteria or set criteria for assistance under this award. Any criteria used must provide for assistance to needy individuals without discrimination (age, race, sex, religion, national origin, disability, economic status or sexual orientation), sensitivity to the transition from temporary shelter to permanent homes and attention to the specialized needs of homeless individuals with mental and physical disabilities and illness and to facilitate access for homeless individuals to other sources of services and benefits. In providing assistance under the EFSP, verification of proof of citizenship or qualified alien status of any applicant for assistance is not required. Note: Funds allocated to a jurisdiction can only be used for permanent residents and transients within that jurisdiction.

The local board must choose which of these items to accept on an application.

Eligible Program Costs

Food Purchases for Food Banks/Pantries and Other Food Providers For food banks/pantries and other food providers, eligible costs include: Food, food vouchers, seeds, gift certificates for food (gift certificates must be marked "Food Only", "Food & Diapers Only" or Food, Diapers & Feminine Hygiene Items Only"). Note: Gift Cards are eligible only if they can be marked/encoded "Food Only", "Food & Diapers Only" or "Food, Diapers & Feminine Hygiene Items Only". The same applies for food vouchers and gift certificates. There must be an agreement with the vendor that food, food and diapers only or food, diapers and feminine hygiene items only will be allowed and no cash will be returned to clients. Note - Served or prepared meals can only be requested by a qualifying overnight shelter.

Equipment and Consumable Supplies for Food Banks/Food Pantries Purchase of small equipment not exceeding \$300 per item and essential to the operation of food bank or pantry (e.g., shelving and storage containers). Purchase of consumable supplies essential to the distribution of food (e.g., bags, boxes).

Other Shelter Assistance (Off-Site Lodging Hotel/Motel) For other shelter assistance, eligible program costs include off-site emergency lodging (room and tax only) in a hotel/motel or other off-site shelter facility provided conditions 1 and 2 below are met. 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. (Note: Assistance may be extended in extreme cases with prior Local Board written approval. A copy of this approval must accompany the LRO's documentation.)

Diapers For all service providers, the purchase of diapers is eligible as described below: • For direct distribution to individuals. • For residents of mass shelters. • For vouchers to grocery stores.

Feminine Hygiene Items For all service providers, the purchase of limited, basic feminine hygiene items is eligible as described below: • For direct distribution to individuals. • For residents of mass shelters. • For vouchers to grocery stores. These are restricted to the basic definition of feminine hygiene products only per the Webster

Ineligible Program Costs

1. CASH PAYMENTS of any kind, including checks made out to cash, petty cash expenditures, money orders or cashier checks purchased with cash.
2. Payments made in any form other than LRO check, LRO credit card, electronic payment from the LRO's bank account or LRO debit card to vendor. (Payments may not be made to clients.)
3. Advances or reimbursements to staff, volunteers, or clients for program purchases. Cash back to client from gift certificates/vouchers.
4. Payments made more than 90 days after the receipt/invoice or client intake date.
5. Reimbursement to other LROs or agencies including those agencies under an LRO serving as a Fiscal Agent or
6. Fees: No bank fees, membership fees to food banks, shopping clubs, etc.
7. Deposits of any kind.
8. Administrative cost reimbursement to state or regional offices of governmental or voluntary organizations.
9. Use of administrative funds for purposes other than administering EFSP.
10. No meals/food or beverages may be purchased for EFSP Local Board meetings with the administrative funding.
11. Lobbying efforts.
12. Expenditures made outside jurisdiction's spending period. All award funds must be expended within the current phase begin and end dates.
13. No pre-payment for expenses or services not yet rendered or incurred (i.e., where no goods or services have been provided prior to payment during program period).
14. Telephone costs, salaries, or office equipment by LRO, except as administrative allowance authorized by the Local Board, and limited to the total allowance (2%) of the LRO's award.
15. Rental security deposit or revolving loan accounts.
16. Payments of more than one month's mortgage, first month's mortgage, or down payment on mortgage. Payment on home equity loan or home equity line of credit.
17. Purchase/lease of real property (land or buildings) of any kind.
18. Property taxes of any kind, escrow accounts, insurance, legal fees, or condo fees.
19. Late fees for rent, mortgage, or utility assistance.
20. Payment of more than one month's rent.
21. Payment of more than one month's portion of a utility bill.

22. Payment of more than \$300 per item of essential equipment.
23. Lease-purchase agreement or equipment leases.
24. Routine maintenance of LRO facilities, routine maintenance or service contracts on equipment.
25. Construction, rehabilitation or remodeling for expansion of service.
26. Repairs of any kind to an individual's home or apartment.
27. Supplies or equipment purchases for an individual's home or private use.
28. Transportation of people not related to the direct provision of food or shelter (e.g., to another agency, another city, etc.). Also transportation to a relative's or friend's home.
29. Gas or repairs for client-owned vehicles, maintenance or repairs to LRO-owned vehicles (e.g., oil, tires, etc.). Also, insurance for LRO-owned or client-owned vehicles.
30. Emergency assistance for disaster victims, supplies bought for or in anticipation of a disaster (i.e., fires of any kind, floods, tornadoes, etc.).
31. Prescription medication, medical supplies, or vitamins.
32. Clothing (except underwear/diapers for clients of mass shelters, if necessary).
33. An LRO may not operate as a vendor for itself or other LROs, except for the shared maintenance fee for food banks.
34. LROs may not charge fees for services provided with EFSP funds.
35. Direct expenses associated with new or expanded services or to prevent closing.
36. Encumbrance of funds; that is, no pre-payments for goods or services not received or not rendered which are paid for prior to the end of the jurisdiction's program.
37. No payments on account. Funds cannot be placed on deposit with a vendor and drawn down.
38. Meal costs in excess of the normal daily basic meal cost.
39. Reserving or withholding funds in anticipation of a future need (e.g., holiday events, holiday baskets, special programs, celebratory events).
40. Staff events/functions/meals of any kind.
41. Supplementing foster care costs, where an LRO has already received payment for basic boarding and feeding of a client. Comprehensive foster care costs beyond food and shelter.