

ELIGIBLE PROGRAM COSTS include, but are not limited to:

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" or "Food & Diapers Only"). **Note: Gift Cards are eligible only if they can be marked/encoded "Food Only" or "Food & Diapers Only". The same applies for food vouchers and gift certificates. There must be an agreement with the vendor that food or food and diapers only will be allowed and no cash will be returned to clients.**

An allowance for maintenance fees charged by food banks may be granted by a Local Board at the prevailing rate. EFSP funds cannot be used to pay such a maintenance fee twice: by a food bank and by the food pantry/LRO it is serving.

Only food banks may operate under EFSP as both vendor and LRO.

Note: EFSP funding is intended to provide for basic, nutritional meals on an ongoing basis not for non-nutritive items. The funding is not intended to be used for a singular event, special celebratory events, holiday baskets, etc. Also, dessert items (i.e., cookies, snack food, candy, etc.) used as part of a daily meal plan may be purchased in limited amounts.

(Documentation required: dated receipts/invoices/completed vouchers for food purchased and canceled checks or documentation for other acceptable payment methods. Vouchers and gift certificates/gift cards must state "food items only" not "groceries or merchandise". Invoices and evidence of payment for the purchase of food gift certificates/gift cards are required. Additionally, a single copy of the gift certificate/gift card indicating restrictions [i.e., food items only, diapers, if approved by the Local Board, no cash back] must be supplied along with the invoice. When using a food voucher, if all three signatures and dates are included, no itemized receipts will be necessary, however if one or more signatures or the dates are missing, the itemized receipts must be submitted. See Annex 4 [page 58] for sample of food voucher.)

Transportation for Food Banks/ Pantries and Other Food Providers

Transportation expenses related to the delivery and distribution of purchased and donated food. A dated mileage log at the Federal rate (\$.50 cents per mile. The begin date applies as of October 1, 2010), contracted services or public transportation (e.g., taxi, local bus, subway). **Note:** The reimbursement rate is the rate in existence at the time of publication of this manual and is to be used throughout the

entire phase.

(Documentation required: [1] dated mileage log, with departure, destination and trip purpose noted or [2] receipts/invoices from contracted services or public transportation, and canceled check or documentation for other acceptable payment methods. See Annex 5 [page 61] for sample of mileage log.)

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).

(Documentation required: dated, itemized receipts/invoices for equipment/supplies purchased and canceled checks or documentation for other acceptable payment methods.)

Food Purchases for Mass Feeding

For mass feeding sites, eligible expenditures include:

Food (hot meals, groceries). Dessert items (e.g., cookies, snack food, candy, etc.) used as a part of a daily meal plan may be purchased in limited amounts. Also allowable are vegetable seeds and vegetable plants cultivated in an LRO's garden on-site and canning supplies.

(Documentation required: dated receipts/invoices for food/seeds/plants purchased and canceled checks or documentation for other acceptable payment methods.)

Transportation for Mass Shelter/ Mass Feeding

Local transportation expenses for picking up/delivery of food, transporting clients to a mass shelter (five or more beds in one location), or feeding site. (**Note:** The reimbursement rate is the rate in existence at the time of publication of this manual. (The begin date applies as of October 1, 2010, and is to be used throughout the entire Phase.) Limited to, a dated mileage log at the Federal rate (\$.50 cents per mile), contracted services or public transportation.

(Documentation required: [1] dated mileage log, with departure, destination and trip purpose noted or [2] receipts/invoices from contracted services or public transportation, and canceled checks or documentation for other acceptable payment methods. See Annex 5 [page 61] for sample of mileage log.)

Consumable Supplies for Mass Shelter/Mass Feeding as Direct Cost

Purchase of consumable supplies essential to mass feeding (e.g., plastic cups, utensils, detergent, etc.) and/or mass shelters of five or more beds (e.g., soap, toothbrushes, toothpaste, cleaning supplies, etc.). **Note:** Minor emergency equipment repair for mass shelter/mass feeding awards are included in per diem/per meal costs. An LRO may not be

awarded additional funds for minor emergency equipment repair if documenting their expenditures with a per meal or per diem schedule.

(Documentation required: dated receipts/invoices for supplies purchased and canceled checks or documentation for other acceptable payment methods.)

Equipment Purchases for Mass Shelters/Mass Feeding as Direct Cost

Purchase of small equipment **not exceeding \$300 per item** and essential to mass feeding (e.g., pots, pans, plates, utensils, microwave oven, dining table and chairs, toasters, blenders, etc.) and/or mass shelters (e.g., beds, mattresses, cots, blankets, linens, etc.) **Note: Supplies for mass shelter/mass feeding awards are included in per diem/per meal costs. An LRO may not be awarded additional funds for supplies or equipment if documenting their expenditures with a per meal or per diem schedule.**

(Documentation required: dated receipts/invoices for equipment purchased and canceled check or documentation for other acceptable payment methods.)

Minor Emergency Equipment Repairs for Mass Shelters/Mass Feeding as Direct Cost

With prior Local Board approval, minor emergency repair of small equipment essential to mass feeding or sheltering not exceeding \$300.00 in repair costs per item. Equipment eligible for repairs under the EFSP is any that if not repaired would force the mass feeding or mass sheltering site to terminate or curtail services (e.g., stove, refrigerator, and hot water heater. **Note: Supplies for mass shelter/mass feeding awards are included in per diem/ per meal costs. An LRO may not be awarded additional funds for supplies or equipment if documenting their expenditures with a per meal or per diem schedule.**

Routine maintenance and service contracts are not eligible.

(Documentation required: dated letter from Local Board indicating approval and dated invoices for equipment repair and canceled checks or documentation for other acceptable payment methods.)

Note: Good judgment must be exercised in determining the most cost effective use of EFSP funds when deciding an equipment purchase against a repair.

Limited first aid supplies for mass shelter/mass feeding

Limited amounts of basic first aid supplies (e.g., aspirin, Band-Aids, cough syrup, etc.) for mass shelter providers and mass feeding sites only. (**Note:** May not be claimed in addition to per diem or per meal allowance.)

(Documentation required: dated receipts/invoices for first-aid supplies and canceled checks or documentation for other acceptable payment methods.)

Mass Shelter Expenses

For mass shelter providers, there are two options for eligible costs. One option must be selected at the beginning of the program year and continued throughout the entire year. **Note:** The documentation requirements are noted with each option.

Mass Shelter/ Direct Costs

1. Reimbursement of actual direct eligible costs for supplies/equipment essential to the operation of the mass shelter (e.g., cots, mattresses, soap, linens, blankets, cleaning supplies, etc.). Refer to previous sections for description of direct eligible expenditures.

(Documentation required: dated receipts/invoices from vendor and canceled checks or documentation for other acceptable payment methods.)

Per Diem Allowance

2. Per diem allowance of exactly \$7.50 or \$12.50 per person per night for mass shelter providers (five beds or more in one location), only if:
 - a. Approved in advance by the Local Board; and,
 - b. LRO's total mass shelter award is expended in this manner.

Note: It is the decision of the Local Board to choose between the \$7.50/\$12.50 rates. This rate may vary from agency to agency depending on the level of services provided to the clients. The \$7.50 or \$12.50 rates, if elected, may be expended by the LRO for any cost related to the operation of the mass shelter; it is not limited to otherwise eligible items. The per diem allowance may be used to cover costs such as shelter rent, shelter utilities, and shelter staff salaries if necessary to provide a night of shelter. **The per diem allowance does not include the additional costs associated with food or the food per meal allowance.**

(Documentation required: schedules showing daily rate of \$7.50 or \$12.50 and number of persons sheltered by date with totals. Supporting documentation must be retained on-site, e.g., invoices, service records and sign-in logs, canceled checks or documentation for other acceptable payment methods. See Annex 4 [page 59] for sample.)

Mass Feeding Expenses

For mass feeding programs, there are two options for eligible costs. One option must be selected at the beginning of the program year and continued throughout the entire year. **Note:** The documentation requirements are noted with each option.

**Mass Feeding
Direct Cost**

1. Reimbursement of actual direct eligible costs for supplies/equipment essential to the operation of the mass feeding program (e.g., food, paper products, cleaning products, pots and pans, etc.). Refer to previous sections for description of direct eligible expenditures. **Note: EFSP funding is intended to provide for daily, basic, nutritional meal costs on an ongoing basis. The funding is not intended to be used for a singular event, special events/celebratory events/holiday meals, etc. Basic non-excessive meal costs may be applied towards special/celebratory/holiday meals served only as part of an ongoing program. Also, dessert items (e.g., cookies, snack food, candy, etc.) used as part of a daily meal plan may be purchased in limited amounts.**

(Documentation required: dated receipts/invoices from vendor relating to operation of facility and canceled checks or documentation for other acceptable payment methods.

Per Meal Allowance

2. Per meal allowance of exactly \$2 per meal served if:
 - a. Approved in advance by the Local Board; and,
 - b. LRO's total mass feeding award is expended in this manner.

The \$2 per meal allowance, if elected, may be expended by the LRO for any related cost; it is not limited to otherwise eligible items. The per meal allowance may be used to cover costs such as rent, utilities, and staff salaries for those staff necessary for the preparation and serving of food. **The per meal allowance does not include the additional costs associated with shelter or the per diem shelter allowance.**

Note: EFSP funding is intended to provide for daily, basic, nutritional meal costs on an ongoing basis. The funding is not intended to be used for a singular event, special events/celebratory events/holiday meals, etc. Basic non-excessive meal costs may be applied towards special/celebratory/holiday meals served only as part of an ongoing program. Also, dessert items (e.g., cookies, snack food, candy, etc.) used as part of a daily meal plan may be purchased in limited amounts.

(Documentation required: daily schedule showing meal rate of \$2 and number of meals served by date with totals. Supporting documentation must be retained on-site, (i.e. invoices, service records and canceled checks or documentation for other acceptable payment methods.). See Annex 4 [page 60] for sample).

**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 LRO's documentation.)

Note: LROs may not operate as vendors for themselves or other LROs, except for shared maintenance fee for food banks.

(Documentation required: dated vendor receipts/invoices from off-site shelter [hotel/motel/etc. on their stationery] and canceled checks or documentation for other acceptable payment methods. Receipts/invoices must include client's name, length of stay and charge per night. Note: If using a unique identifier when submitting documentation for clients served, the LRO is required to provide documentation of the statute which applies to the protecting of clients and the services provided.)

**Rent/Mortgage Assistance/
Eviction Prevention**

For rent/ mortgage assistance, eligible program costs include:

1. Limited emergency rent or mortgage assistance principal and interest only (P&I), for individuals or households provided conditions "a" through "f" below are met:
 - a. Payment is in arrears or due within 10 calendar days.
 - b. All other resources have been exhausted;
 - c. The client is 1) a resident of the home or apartment and 2) responsible for the rent/mortgage on the home or apartment where the rent/mortgage assistance is to be paid;
 - d. Payment is limited to a maximum of one month's assistance for each individual or household; assistance can be provided 1) for a full month's rent/mortgage (P&I) all at one time, or 2) in separate payments over a period of up to 90 consecutive days so long as the total amount paid does not exceed one month's cost and is paid by a single LRO;
 - e. Assistance is provided only once in a jurisdiction by a single LRO in each award phase for each individual/household (with exception of item d [2] above);
 - f. The month paid is the current amount, budget amount or part of the arrearage that is still owed at the time of payment and that is either from the current award phase or for continuous service prior to award phase that remains past due; and,
 - g. Payment must guarantee an additional 30 days service.

Notes: Late fees, legal fees, deposits, and condo fees are ineligible.

If a client has two mortgages, assistance may only be given on the principal or first mortgage for the client's residence.

Payments for mobile homes and lots are eligible and can be paid to a mortgage company or to a private landlord.

(Documentation required: dated and signed letters from landlords [must include amount of one month's rent and due date] mortgage company's letter and/or copy of mortgage loan coupon showing monthly mortgage amount and date due and canceled checks or documentation for other approved methods of payment. Payments must be made to the landlord ONLY, not to both client and landlord. Documentation must support the payment made and is limited to a maximum of one month's assistance. A copy of the client's lease is only accepted when paying the first month's rent.)

Note: A spreadsheet is required to submit with rent/mortgage documentation. The spreadsheet may be generated from the agency's financial or case management system and sorted by client's last name. The spreadsheet must include: client's full name (last name first), client's address, vendor name, monthly rent/mortgage amount, amount paid, due date, check date and check number.

First Month's Rent Payment

2. First month's rent may be paid when an individual or household:
 - a. Is transient and plans to stay in the area for an extended period of time; or
 - b. Is moving from a temporary shelter to a more permanent living arrangement; or
 - c. Is being evicted because one-month's payment will **not** forestall eviction in current housing.

First month's rent:

- a. **Cannot** be provided in addition to emergency rent/mortgage assistance under item 1 above.
- b. **May** be provided in addition to assistance provided for off-site or mass shelter.
- c. **May** only be provided by a single LRO in a jurisdiction each award phase for an individual/household.
- d. **Cannot** be paid more than 10 calendar days before occupancy.

(Documentation required: dated and signed letters from landlords or current lease [must include amount of first month's rent and due date] and canceled checks or documentation for other approved methods of payment.)

Documentation must support the payment made and is limited to a maximum of one month's assistance.

Note: A spreadsheet is required to submit with rent/mortgage documentation. The spreadsheet may be generated from the agency's financial or case management system and sorted by client's last name. The spreadsheet must include: client's full name (last name first),

client's address, vendor name, monthly rent/mortgage amount, amount paid, due date, check date and check number.

First month's rent is the only situation in which the lease is acceptable documentation.

Rent/Mortgage Assistance Special Note

EFSP will allow a one time payment of \$250 or less for rent/mortgage assistance where the past due balance is \$250 or more without the verification of the monthly rent/mortgage amount.

Utility Assistance

For utility assistance, eligible program costs include:

1. Limited metered utility assistance (includes gas, electricity, water, and sewer service) for individuals or households. The client must be 1) a resident of the home or apartment and 2) responsible for the utility on the home or apartment for which utility assistance is to be paid provided conditions "a" through "f" below are met:
 - a. Payment is in arrears or due within **10** calendar days;
 - b. All other resources have been exhausted (e.g., State's Low Income Home Energy Assistance Program);
 - c. Payment is limited to a **maximum of one month's billed usage** cost for each utility (e.g., gas, electric and water) for each individual or household;
 - d. The month paid is the current amount, budget amount or part of the arrearage that is still owed at the time of payment and that is either from the current award phase or for continuous service prior to award phase that remains past due;
 - e. Each utility is paid only once in each award phase for any individual or household; and
 - f. Payment guarantees an additional 30 days service.

Note: If paying from a past due notice, a breakdown of the monthly usage charges must be obtained (a copy of current client billing and payment history by month from the utility provider). The highest one month amount from the phase/year may not be paid unless it is part of the amount currently owed at the time of payment. Where clients have made a partial payment, the payment is generally applied to the oldest past due amount. The entire EFSP amount paid may only be a **maximum one month amount that is all still past due**. Documentation must clearly indicate which month is being paid from the breakdown of monthly charges and must be part of the past due amount still owed at the time of payment.

Reconnect fees are eligible. Required fees that are included on the bill are eligible. Level billing or budget payments are eligible. Elective fees are not eligible.

Late fees and deposits are not eligible. Repayment agreements beyond the one month billing are not eligible.

2. Limited non-metered utility assistance (includes oil, firewood, coal, propane) for individuals or households provided conditions “a” through “c” below are met:
 - a. All other resources are exhausted (e.g., State’s Low Income Home Energy Assistance Program).
 - b. Payment is limited to a one-time delivery (e.g., the **minimum** amount of delivery for firewood, minimum gallons of fuel oil, propane).
 - c. Each utility is paid only once in each award phase for any individual or household.

The intent of non-metered utility assistance, like metered utility assistance, is to provide 30 days of service.

Note: A maximum of a one month's utility bill may be paid for a client/household by a single LRO in a jurisdiction. Multiple LROs may not join together and each pay a portion of a single utility bill. Rental fees for propane tanks or other equipment are not eligible.

(Documentation required: (1) Metered utilities [e.g., electricity, water], the most recent copy of past due or current utility bill with a breakdown which clearly identifies the one month's charges being paid including due date and canceled checks or documentation for other acceptable payment methods; (2) Non-metered utilities [e.g., propane, firewood], receipts/invoices for fuel including due date or delivery date and canceled checks or documentation for other acceptable payment methods. (Estimated delivery quotes are not acceptable.)

A spreadsheet is required to submit with rent/mortgage documentation. The spreadsheet may be generated from the agency's financial or case management system and sorted by client's last name. The spreadsheet must include: client's full name (last name first), client's address, vendor name, monthly utility amount, amount paid, due date, check date and check number.

**Utility Assistance
Documentation
Special Note**

EFSP allows a payment of \$100 or less on a utility bill with a past due amount or shut-off notice of \$100 or more without the monthly breakdown showing the client’s monthly billing amount.

Note: Utility disconnects and termination notices often do not show the amount owed by month. The monthly information must be verified with the utility company (a copy of current client billing and payment history by month from the utility provider) and written onto the notice or metered utility verification form. If one month's service cannot be verified from the bill or with the utility company, the LRO may pay up to \$100 per individual or household provided at least \$100 is owed on the bill. This \$100 is not a cap. If an LRO wishes to pay more than \$100, the one month amount paid must be verified. A spreadsheet is required to submit with rent/mortgage documentation. The spreadsheet may be

generated from the agency's financial or case management system and sorted by client's last name. The spreadsheet must include: client's full name (last name first), client's address, vendor name, monthly rent/mortgage amount, amount paid, due date, check date and check number. One month's service **must** be verified as stated above.

(Documentation required: dated copy of utility bill, disconnect, termination, final or shut-off notices with one month verification, if necessary, and canceled checks or documentation for other acceptable payment methods. Documentation must state which month's usage is being paid from the breakdown of monthly charges as well as the due date.)

(For additional information on utility assistance guidelines, see Annex 3 [page 54]).

**Metered Utility
Verification Form**

The National Board encourages the use of the Metered Utility Verification Form (along with a copy of the current utility bill or the client's billing and payment history from the utility company) as the preferred method for verifying eligible utility assistance. The bill must be attached to the metered utility verification form and the information on the bill must support the information completed on the form. Documentation must state which month's usage is being paid from the breakdown of monthly charges as well as the due date. The form must be completed in its entirety and proof of payment must be provided with the form and supporting documentation. See Annex 4 (page 56) for sample metered utility verification form.

Diapers

For all service providers, the purchase of diapers is eligible as described below:

- a. For direct distribution to individuals.
- b. For residents of mass shelters.
- c. For vouchers to grocery stores.

Note: Local Boards must use discretion in selecting LROs to provide this service, taking into consideration the cost effectiveness of bulk purchasing.

(Documentation required: dated receipts/invoices for diapers purchased and/or documentation for other acceptable payment methods.)