

Society of St. Vincent de Paul, St. Victor Conference  
 PO Box 178, 501 1st Ave.  
 Monroe, WI 53566  
 608-329-7837, Ext 228 Fax 608-328-2307  
 iac@stvincentmonroe.org

## REQUEST FOR ASSISTANCE INSTRUCTIONS

PAGE	YOU NEED TO	CHECK WHEN COMPLETED
2	Read and Sign "Notice to Applicants for Assistance"	✓
3	Read and Sign "Authorization to Release Information"	✓
4	Complete all of the information on page 4	✓
5	Tell us why you need assistance and fill out the remainder	✓
6	Complete all of the requested Financial Information	✓
7	Furnish the information or indicate if you don't wish to share	✓

ADDITIONAL THINGS NEEDED	CHECK WHEN COMPLETED
Please include COPIES of your last four payroll stubs	✓
<b>IF</b> you are requesting rental assistance have your landlord complete the "Verification of Residence" form	✓
<b>IF</b> you are requesting utility assistance, include a COPY of the bill and/or disconnection notice	✓
<b>IF</b> you are receiving benefits from Green County include a COPY of the "Notice of Decision for Eligibility" for each program you use	✓

Once the application is completed, return your application VIA email or to the store. The Intake and Assistance Coordinator will contact you for an initial interview. Once the interview is completed, you may be asked for further information, referred to other resources or your request will be forwarded to members of our Vincentian Team. Our team will contact you for an interview.

03/22

Society of St. Vincent de Paul, St. Victor Conference  
PO Box 178, 501 1st. Ave.  
Monroe, WI 53566  
608-329-7837 Ext 228 Fax 608-328-2307  
iac@stvincentmonroe.org

### **NOTICE TO APPLICANTS FOR ASSISTANCE**

The Society of St. Vincent de Paul is a worldwide Christian community. The vocation of the Society's members is to follow Christ through service to those in need. Members show their commitment through person-to-person contact. The Society serves those in need regardless of creed, ethnic or social background, health, gender, or political opinion. No work of charity is foreign to the Society (Taken from Part I of the Rule of the International Confederation of the Society of St. Vincent de Paul).

When you apply for assistance from the Society of St. Vincent de Paul, St. Victor Conference (SVDP), there is no guarantee that you will receive any or all of the assistance that you request. The members of the Board of Directors, the individual Conference members, the store management team and individual store employees cannot personally guarantee or promise you or anyone else SVDP assistance.

There are many variables thoughtfully considered in the decision making process to determine the assistance granted to our applicants by SVDP. A decision on each individual application is made after careful evaluation by Conference members who insure confidentiality and fairness in the application process. I understand that Conference members might visit me in my home at a mutually agreeable time if it is appropriate. The SVDP Conference is committed to doing all it can with its limited resources to continue helping those in our communities who are in need.

By signing below you are indicating that:

- \* I have read and understood this notice.
- \* I have had all of my questions about the assistance decision making process answered to my satisfaction.
- \* I understand that assistance from SVDP is a one time occurrence unless highly unusual circumstances arise.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
SVDP Authorized Representative

Date: \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**

I, \_\_\_\_\_, of \_\_\_\_\_ do hereby consent and authorize all hospitals, clinics nursing homes, long term care facilities, physicians, health care providers, psychologists, psychiatrists, counselors, social workers, therapists and pharmacists who have custody or control of any medical or counseling information or business records, tenant records, employment records, banking records, credit reports, utility records, social security records, probation information or other records pertaining to ME, MYSELF to disclose such information to the Society of St. Vincent de Paul of Monroe, Wisconsin.

**DESCRIPTION OF INFORMATION DISCLOSED**

TYPE OF INFORMATION TO BE RELEASED: \_\_\_\_\_ VERBAL \_\_\_\_\_ WRITTEN

\_\_\_\_\_ Information related to my request for assistance, e.g. communication with Green County Wisconsin Human Services, landlord, utility or heat providers, pharmacy, clinic, or other businesses.

\_\_\_\_\_ Other: \_\_\_\_\_

**PURPOSE OF THE DISCLOSURE:**

The purpose of this disclosure is to assist in the evaluation of available services that can be provided to me by The Society of St. Vincent de Paul of Monroe, Wisconsin. Assistance may not be conditioned on obtaining the individual's authorization.

**REVOCAION EXPIRATION, INSPECTION, REDISCLOSURE:**

I understand that I may revoke this consent at any time by giving written notice to The Society of St. Vincent de Paul, St. Victor Conference, Monroe, WI, authorized to make disclosures in writing except to the extent that the program which is to make the disclosure in writing has already taken action in reliance on it. If not previously revoked, this consent will expire one year from the date of the signing of this authorization form. This consent allows the inspection and copying of records which are generated or produced after the date this consent is signed. I understand that the information used or disclosed pursuant to this authorization may be subject to redisclosure by the recipient and may no longer be protected by federal privacy regulations or other applicable state or federal laws.

I have read this authorization. I understand that I have the right to inspect and receive (at the expense of the undersigned) copies of and material disclosed by this release as required under Wis. Admin. Code ch. HSS 92.05 and 92.06. This release does not authorize The Society of St. Vincent de Paul of Monroe, Wisconsin, to re-release such records, (42 C.F.R. Part 2) This medical/psychological information release complies with the provisions of 51.30 Wis. Stats., and Admin. Code ch. HSS 92. This authorization is issued in accordance with 146.81 and 51.30 Wis. Stats., 45 CFR 164.508 (HIPPA) and Public Law 92.282.

**A COPY OR FAX COPY OF THIS AUTHORIZATION SHALL BE AS VALID AS THE ORIGINAL**

\_\_\_\_\_  
Signature Date

The Society of St. Vincent De Paul, Monroe, WI

\_\_\_\_\_  
Date of Birth

By: \_\_\_\_\_  
Authorized Representative

Society of St. Vincent de Paul, St. Victor Conference  
 PO Box 178, 501 1st Ave.  
 Monroe, WI 53566  
 608-329-7837 Ext 228 Fax 608-328-2307  
 iac@stvincentmonroe.org

Application Date: \_\_\_\_\_

SVDP ID #: \_\_\_\_\_

Please provide all of the requested information. Your information is kept confidential.

Last Name: \_\_\_\_\_ City: \_\_\_\_\_ Age: \_\_\_\_\_

First Name: \_\_\_\_\_ State: \_\_\_\_\_ DOB: \_\_\_\_\_

Middle: \_\_\_\_\_ Zip: \_\_\_\_\_ Sex: \_\_\_\_\_

Alias/Maiden: \_\_\_\_\_ Phone: \_\_\_\_\_ Race (optional): \_\_\_\_\_

Street Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

PO Box: \_\_\_\_\_

Please list the Full Name of each adult 18 or over in your household

LAST, FIRST, MIDDLE	AGE	DOB	SEX	RACE Optional

Please list the Full Name of each child 0 through 17 in your household

LAST, FIRST, MIDDLE	AGE	DOB	SEX	RACE Optional

**ASSISTANCE APPLICATION "WHY I NEED ASSISTANCE"**

(Add another sheet if necessary)

PLEASE GIVE A DETAILED DESCRIPTION OF YOUR REASONS FOR REQUESTING ASSISTANCE

[Empty box for detailed description of reasons for requesting assistance]

How many adults live in your household? \_\_\_\_\_ What are their ages? \_\_\_\_\_ How many are employed? \_\_\_\_\_ How many children do you have? \_\_\_\_\_ What are their ages? \_\_\_\_\_ How many live with you full time? \_\_\_\_\_ Part time? \_\_\_\_\_ Some other place? \_\_\_\_\_ Who referred you to us? \_\_\_\_\_

**ASSISTANCE APPLICATION FINANCIAL INFORMATION**  
**Tell us about any previous assistance you have received from us**

DATE	TYPE OF ASSISTANCE	AMOUNT

**List benefits received from Human Services Caseworker:** \_\_\_\_\_

TYPE	AMOUNT	TYPE	AMOUNT

**Monthly Income**

Source	Amount	Source	Amount
		TOTAL MONTHLY INCOME	

**Monthly Expenses**

Payment	Amount	Payment	Amount	Payment	Amount
Rent/Mortgage		Cable		Insurance	
Electricity		Food		Credit Cards	
Heat		Vehicle		Loans	
Water/Sewer		Gasoline		Other	
Phone		Medical		MONTHLY TOTAL	

Credit Card Balances	Loan Balances	Mortgage Balance	Other Balance

Total Monthly Income	Subtract: Total Monthly Expenses	End of Month Balance

# ASSISTANCE APPLICATION

## DATA COLLECTION Title VI of the Civil Rights Act of 1964

Under Title VI Civil Rights Act of 1964 recipients of Rural Development assistance must maintain, and for compliance review and discrimination complaint investigation purposes by Rural Development and other appropriate agencies, various types of data by race and national origin. The recipient must maintain this data to show the extent to which members of protected groups are participants and beneficiaries of the Rural Development assisted program. The following statement and data collection should be used on all application forms:

### INFORMATION FOR GOVERNMENT MONITORING PURPOSES

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking participate in this program. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

APPLICANT:      I do not wish to furnish this information:

ETHNICITY:      Hispanic or Latino            NOT Hispanic or Latino

RACE/NATIONAL ORIGIN: (Select one or more)

American Indian or Alaska Native (not Alaskan)

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

GENDER        Female                    Male

# Society of St. Vincent de Paul, St. Victor Conference

501 1st Street, PO Box 178, Monroe, WI 53566  
 Phone 608-329-7837 ext.228 Fax 608-328-2307

## Verification of Residence

(To be completed by Applicant's Landlord)

I, the undersigned Landlord have been ( ) or will be ( ) renting the following to:

Tenant's Name: \_\_\_\_\_ Unit Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Beginning Date of Rental \_\_\_\_\_ Monthly Rate \_\_\_\_\_ or Weekly Rate \_\_\_\_\_

Other Tenants in this unit include: \_\_\_\_\_

The rental unit is ( ) is not ( ) government subsidized resulting in the tenant paying less than the full cost of the rent.

Please Indicate Below Who Pays For These Services

	Tenant	Landlord		Tenant	Landlord		Tenant	Landlord
Heat			Water			Gas		
Electricity			Sewer			Fuel Oil		

I certify that the information on this form is accurate.

Print Landlord's Name \_\_\_\_\_ Phone \_\_\_\_\_

Landlord's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Landlord's Signature \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT! St. Victor Conference requires the following information if it approves the Applicant's request for rent:**

Make Check Payable to: \_\_\_\_\_ Phone \_\_\_\_\_

Mail Check to: \_\_\_\_\_

Address (city, state, zip) \_\_\_\_\_