

SVDPNKY SHORT TERM (COVID) TWINNING PROTOCOL

STEP 1. Review our current SVDPNKY Covid 19 Guidelines

UTILITIES:

- Has the CAC has been contacted through the autoscheduler ?**
- Has the utility company been contacted and a 6 month payment plan been reviewed ?

**Sr. Judith and/or Vicki Dinterman can facilitate contact with CAC if the matter is urgent

RENT:

- Has a CDC Declaration been filed by tenant?
- Has the Vincentian talked with the Landlord for an arrangement?
- If they are being evicted, do we have a copy of the Notice to Vacate (30 days requirement) and have they contacted Legal Aid of the Bluegrass?

STEP 2. Contact via email smjudith.niewahner@svdpnky.org or phone 859-446-7721 Sister Judith first before sending out request and include:

- Conference Name and Name of Case Worker Vincentian
- CMS Case Number
- Clear and concise description to introduce the situation
and, if applicable, short statement of how the Covid19 pandemic has affected their income or employment
- Verification of actions taken under “STEP 1”
UTILITIES: statement of CAC amount of assistance; reason payment plan won’t work
RENT: detail on eviction reason and discussions with landlord and whether Legal Aid is involved
- Total amount needed along with breakdown of different needs, if applicable, and amount requesting conference will assist with
EXAMPLE
Total Amount Due = \$1,380.98
rent = \$850.00
electric = \$150.98
water = \$380.00
Conference assistance = \$350.00
Other agency assistance = \$150.00
COUNCIL ASSISTANCE: \$500.00
Total Twinning Assistance requested = \$380.98
- Name and address of requesting Conference Treasurer

STEP 3. Sr. Judith will check and review for complete information and then send the request to all Conference President’s.

- Conference President’s will “Reply All” if able to assist with request and dollar amount they can contribute

- Once the amount requested has been reached, Sr. Judith will email all Conferences and then send confirmation to “Assisting” Conferences to mail their checks