TWINNING REQUEST PROCEDURE

Send a request to Sr. Judith Niewahner at smjudith.niewahner@svdpnky.org

Include:

- Conference Name and Name of Vincentian
- Case Number
- For rent assistance, please provide Vendor Name and Vendor Address
  - Landlord did or will not apply to HHERF

Agencies to contact before making Twinning Request for further assistance:
- CAC - Utility Assistance (rent and utilities if bundled) (859)-292-5222 – Hotline (Boone, Campbell, Grant, Kenton, Pendleton) http://nkcac.cascheduler.com
- List if the case is COVID related
- Duke Electric- (513)-287-5660 (Has a payment plan been set up?)
- Owen Electric- (800) 372-7612
- Veterans Assistance- Larry Toles- (502)-607-3552 or larry.e.toles.civ@mail.mil
- Brighton Center- Utility Assistance- (859)-491-8303

How will the agency(ies) assist the clients?

Clear and concise description to introduce the situation.

Request must include total amount, the amount the requesting conference will assist with, the total amount needed, and breakdown i.e.

**EXAMPLE**

*Total Amount Due = $1,380.98*

* rent = $850.00*
* electric = $150.98*
* water = $380.00*

*Conference assistance = $350.00*
* Brighton Center assistance = $150.00*

*Total Twinning Assistance requested = $880.98*

Name and address of requesting Conference Treasurer

Twinning requests for Credit Card Debt will not be approved.

Send Twinning Request to smjudith.niewahner@svdpnky.org

Sr. Judith will send the request to the Conference President’s. All Conference President’s will reply to all if able to assist with the request.

Checks to requesting conference will not be written until an email confirming the assistance has been sent from Sr. Judith.

Once the amount requested has been reached, Sr. Judith will email all Conferences.

Any questions: Contact Sr. Judith at (859)-446-7721

*A beautiful witness of generosity given to our neighbors in need. Asking for assistance from another conference is truly a gift and not to be an embarrassment.*