

TOWN OF WOODBRIDGE

HUMAN SERVICES DEPARTMENT



11 Meetinghouse Lane, Woodbridge, Connecticut 06525
Telephone (203) 389-3429

Human Services Commission
Monday, October 4, 2021 - 7:00 p.m.
Via Zoom

For meeting materials, visit the Town of Woodbridge website, Human Services Commission page
<https://www.woodbridgect.org/221/Human-Services-Commission>.

In accordance with §161 & §163 which requires in-person meetings to be accessible to the public through electronic equipment, this meeting may be accessed via Zoom Link:

<https://us06web.zoom.us/j/6526335452?pwd=amR0dzBwZlh4UDdsZ3pBL1FYSOFRQT09>

Meeting ID: 652 633 5452, Passcode: 2RGujF

Dial by your location: +1 929 205 6099 US (New York), Meeting ID: 652 633 5452, Passcode: 804944

AGENDA

- I. Public Comment – email comments to jglicksman@woodbridgect.org by 4:00 p.m., October 4, 2021
- II. Additions to the Agenda
- III. Arbor Haven Development presentation of proposal for Country Club property; Ken Ginsberg, the firm's coordinating realtor. Development Summary Country Club of Woodbridge Housing Development Woodbridge, CT Presentation can be viewed at <https://www.woodbridgect.org/DocumentCenter/View/4391/Woodbridge-Country-Club---Arbor-Haven-Development-8-17-21-Presentation?bidId=>
- IV. Liaison Reports
 - Board of Selectmen
 - Board of Finance
- V. Minutes of the September 13, 2021 Meeting
- VI. Youth Services
 - Staffing
 - Programming
- VII. The Woodbridge Center
 - Programming
 - Events
- VIII. Human Services
 - Flu clinics, Community Conversation on Suicide and QPR Training
 - Living Treasure event update
 - Staffing Update
 - Renovation update/ outdoor space
 - Capital Budget
 - Holiday Baskets
 - Food and Fuel Fund update
- IX. Old Business / New Business
 - Next meeting – November 1, 2021
- X. Adjournment

Woodbridge Human Services Commission

Minutes of the September 13, 2021 Special Meeting

Conducted via Zoom: <https://youtu.be/vlpYKlxFKdg>

Members Present: S. Davidson, Commission Chair, J. Clarke-Lofters, V. Livesay, A. Holzman, J. Ciarleglio, C. Austin

Staff present: N. Pfund, Youth Services Director, K. Moriarty, Woodbridge Center Director

Absent: Commission members: L. Faith Miller, J. Labieniec, B.P. Madden
J. Glicksman, Human Services Director
D. Lober, BOS Liaison
D. Rowland, BOF Liaison

Meeting called to order 7:04 p.m. by S. Davidson, Chair

I. Public Comment

Although publicly noticed, no members of the public were in attendance.

II. Liaison Reports

- Board of Selectmen – None
- Board of Finance – None

III. Minutes of the August 2, 2021 Meeting

J. Ciarleglio made a motion to accept the minutes of the August 2, 2021 meeting. A. Holzman seconded. All approved by roll-call vote.

IV. Youth Services

N. Pfund presented the August 2021 Youth Services report, which is on file in the Human Services office.

- Grant update - Applications and budgets for YSB and Enhancement Grants have been sent to Department of Children and Families (DCF). Expense reports will be due at the end of September.
- Staffing - Program Coordinator position interviews will begin next week. Per diem staff are needed to replace those who have resigned.
- Programming
 - Job Bank - advertising in the school newsletter for new students will be done. More students who want outdoor work are needed.
 - Community Services - Several students have reached out. More hours will be available November and December due to food collection by Boy Scouts.
 - Babysitter training - 11 students participated in a two-day class held on August 10 & 11, 2021 in the Center Building.

- 7th Grade Picnic - Thanks to an amazing staff and 16 volunteers, the picnic went well. Ninety-two students attended and enjoyed music, pizza and games.
- Home Alone Class - Classes will be held in the Center Gym on Tuesdays, October 12 and 19 from 4:00 p.m. - 5:15 p.m. The fee is \$15. Officer Lynch has agreed to assist at one of the classes.

V. Livesay made a motion to accept the August 2021 report. C. Austin seconded. All approved by roll-call vote.

V. The Woodbridge Center

K. Moriarty presented the August 2021 Woodbridge Center Report, which is on file in the Human Services office.

- Senior Center flooding - On the evening of Wednesday, September 1, 2021, the Center experienced a large amount of flooding in the lounge, director's office and cafeteria caused by the remnants of Hurricane Ida. Professional flood cleanup is taking place and the insurance adjuster has assessed the damage.
- Programming -
 - Flooding created problems with programming.
 - Painting for Pleasure - The instructor is away until January 2022. The department was looking into hiring a temporary replacement. They are now unable to hold an art class as a result of the flood damage.
 - Lecture Series 2021-2022 - The first lecture of the season scheduled for September 20, 2021, the Street N' Savory cooking demo, had to be cancelled due to the inability to use the cafeteria due to the flood damage. The second lecture will be on October 15 via Zoom with Kyle Branday, Amity Physical Therapy, giving a presentation on back pain.
 - On August 2, 2021 - The Town's indoor mask mandate took effect. Mask usage has been a struggle for exercise members.
 - After the Town moved into the red zone for COVID-19 positivity rate, mahjonn, bridge, and pinochle were suspended.
 - AARP Smart Driver's Course - The course scheduled for October 18, 2021 was cancelled by AARP. Classes will resume in 2022.
 - Drive-thrus continue with accommodations.
 - August 19 – Luau Drive-thru; BINGO game was canceled due to rain. Hamden Rehabilitation and Healthcare Center randomly distributed BINGO prizes to drive-thru attendees.
 - Coachman's Annual Town-wide picnic scheduled for Sept. 9 was canceled due to the increase in the COVID positive cases. Coachman did sponsor a drive-thru lunch on the same day for Center clients and the Woodbridge Police Department.
 - The Craft Group sold their beautiful work at the Summer Second Saturday Maker's Fair on September 11, 2021.
 - Walk to End Alzheimer's - The Center's Team, Motrin in Motion - Woodbridge, plans to take part in two walks to raise funds and awareness of the disease. The first walk took place on September 2nd and the second walk will take place on September 26th. Over \$600 has been raised thus far, including donations from the Drive-thru Luau.

- Staffing – The Kitchen Coordinator position has been re-posted.

A. Holzman made a motion to accept the August 2021 Woodbridge Center reports. C. Austin seconded. All approved by roll-call vote.

VI. Human Services

S. Davidson presented a summary of the Director's September 13, 2021 Commission Meeting report, which is on file in the Human Services office.

- Senior Center flooding/Senior Center Renovation plan - Overnight on September 1, the Town had a large intrusion of water in the Center lounge, director's office and cafeteria. The Town has contacted the insurance company. We are creating a plan to move forward with the renovation plan.
- Flu Clinics will take place on Oct 14 and 21, 2021 with Orange VNA and VNA Healthcare and Hospice of Guilford/Hamden.
- Narcan Training - The two Quinnipiack Valley Health District (QVHD) training classes went very well. Both Human Services and the Town Library were provided with Naloxone kits.
- COVID-19 Boosters - The department has been informed by QVHD that state health departments will be tasked with dispensing COVID-19 booster vaccines. Human Services will again partner with QVHD to offer booster shots.
- Living Treasure update - The event will take place on September 23, 2021 at the Firehouse - The cost to attend is \$40. Winners of the 2021 Living Treasure Award are Andrew Esposito, Jr., Nate Case, and Lorenzina "Lor" Ferrante Fernandes. Congratulations to these three outstanding community members who embody the spirit of volunteerism.

If you would like to honor their contributions to the town by attending the event on Thursday, September 23, 2021, please contact Ellen at the Human Services Department to purchase tickets at 203-389-3429. The silent auction opens at 5:30 p.m., the program begins at 6:00 p.m., and the dinner will be served as a take-away event.

V. Livesay made a motion to accept the August 2021 Human Services reports. J. Ciarleglio seconded. All approved by roll-call vote.

VII. Old Business/New Business - Freedom of Information Workshop is scheduled for tomorrow, September 14 via Zoom. Participation of Commission members is mandatory.

VIII. Next meeting – Monday, October 4, 2021 via Zoom

J. Ciarleglio made a motion to adjourn the meeting at 7:34 p.m. C. Austin seconded. All approved.

Submitted by:

Human Services Commission

Accepted and approved this Day of , 2021.

YOUTH SERVICES MONTHLY REPORT

September 2021

Information	18
Advocacy	2
Referrals	1
Job Bank Interviews	1
Job Bank Follow-Up Calls	36
Job Bank Requests	9
Youth Community Service Hours	20

STAFFING

Youth Services will recommend a candidate tonight for the open position of Program Coordinator. The candidate is being presented tonight for approval by the Human Services Commission with the contingency that the candidate has a clear background check. If approved, the candidate will begin on October 7, 2021 or as soon as possible after the background check is completed. The salary for this position is set for \$17.81 per hour.

Per Diem staff members for after-school and evening programs are still needed. Open positions are still listed on the town website and are sent out in the school newsletters.

YOUTH SERVICES GRANTS

Youth Service Bureau and Enhancement Grants

Grant applications for the Fiscal Years 2022 and 2023 were submitted. Budgets were also submitted for Fiscal Year 2022. Amounts allowed for this fiscal year are as follows:

Youth Service Bureau Grant \$14,186. This grant requires a match.

Enhancement Grant \$ 8,537

Expense reports for each grant for Fiscal Year 2021 were emailed later in the month.

PROGRAMMING

Back to School Night-Amity Middle School

Attendance allowed Youth Services to present brochures, offer information, and obtain parent contact information for distribution of program information and volunteer recruitment.

Job Bank

Advertising for new students who wish to do outdoor work continues. Yard clean-up and weeding is still needed. Leaf raking jobs will begin soon. Some requests are denied as they are deemed unsafe for students of this age group.

Community Service

A few more students have reached out for service. Students assisted with the Makers Market & Craft Fair on September 11th. More hours will be available in October for the Senior Center's Drive-Thru luncheons and Tech Tuesdays program, in November for food sorting, and again for the Senior Center in December as carolers for the Drive Thru luncheon and possibly to assist with holiday baskets.

HOME ALONE

Classes will be held in the Center Gym on Tuesdays, October 12 and 19 from 4:00 to 5:15 pm. Fee is \$15. Officer Lynch has agreed to assist at one of the classes.

Youth Services Monthly Report – September 2021

Planning

Plans are being made for an Internet Safety Program for the Middle School, as the Anti-Defamation League programs will be grant funded this year through the school system. The ‘No Place for Hate’ program requires students to help plan three programs/year to certify each school. The hope is to certify the whole school district as “No Place for Hate.” ADL will help guide the programs along with the School Climate Committee and the students.

Vaping prevention presentations are in the process of being scheduled. Schools are being consulted for student needs.

Planning for a Regional BOW Juvenile Review Board will continue with guidance from DCF and a juvenile justice liaison.

MEETINGS AND TRAINING ATTENDED

- 1 BOW Drug/Alcohol Action Committee
- 2 AMSB PTSO meeting
- 3 Staff Meeting
- 8 Jessica Simone-Orange Youth Services Collaboration Meeting
- 9 Amity Middle School Back to School Night-Information Distribution
- 13 Human Services Commission Meeting
- 14 Town Programming Meeting – Betsy Yagla
- 16 FAVOR-Support Group Facilitation Training
- 17 Community Collaborative/Amity High School (Orange Y. S. and School Social Workers
- 17 Daniela Giordano (Family Connections) meeting
- 17 Job Bank Interview
- 22 BOW/Mfd. Collaborative Meeting
- 23 Anthem B/C Information Meeting
- 23 Living Treasure Award Dinner
- 24 Interview
- 24 Planning for Children and Youth Committee
- 27 Meeting with Amity Middle School Social Workers and Orange Youth Services
- 29 AMSB School Climate Committee
- 30 Interview

Senior Center Director's Report September 2021

Reassessment of the Center Café post flood remediation by building maintenance has determined that the area of The Center café not affected by the flood can be utilized for programming until demolition for the renovation begins. After the flood damage occurred on September 2, in The Center lounge and The Center café, the craft group shared the Center Building gym with the Aerobics class during inclement weather for several weeks. Although the Craft Group was happy to have a space to meet, the large gymnasium shared space was not ideal. Therefore, as of September 28, the Craft Group began meeting in The Center café during inclement weather. In addition, we will resume the search for a temporary art instructor to teach a 6-week class in the unaffected Center.

Pandemic update: As Woodbridge remains in the Orange Zone for the COVID positivity rate, masks continue to be required in all Town buildings. In addition, Mahjongg and cards continue to be suspended as a six-foot social distancing requirement remains at The Center.

Many clients have called inquiring about COVID booster vaccines. Email blasts and flyers have continued to be distributed as information is updated from the CDC, QVHD, and other resources throughout the pandemic.

New and Returning Programs:

Medicare Refresher/ Prepping for the Annual Medicare Open Enrollment Period: Jeffrey Comen, local Medicare Advocate/ Broker, will give this presentation on October 13 in the Grove, addressing all four parts of Medicare (A, B, C & D). Hamden Rehabilitation and Healthcare Center will provide a treat to enjoy during the presentation. If inclement weather, the presentation will be held in the Center cafeteria with current COVID precautions in place.

Beginner Bridge Class: Wendy Frieden will lead a beginner bridge class for five weeks beginning October 13 contingent on the Woodbridge COVID positivity rate being in the yellow zone or lower.

Lecture presentation: Kyle Branday from Amity Physical Therapy will give a Zoom presentation on October 15 on the different types of back pain, how to evaluate and assess it properly to find the true cause of the pain, and how to alleviate it.

Special Events:

Drive-thru Luncheon:

Coachman Square at Woodbridge sponsored a delicious drive-thru lunch on Sept. 9 for Woodbridge Center clients and the Woodbridge Police Department after the annual Town-wide Picnic had to be cancelled due to the increased COVID positivity rate.

Summer Second Saturdays' Craft/ Makers' Fair:

The Center's talented Craft Group received many compliments on the beautiful, group made items they sold at the Summer Second Saturday's Craft Fair on Sept. 11.

Walk to End Alzheimer's:

The Center's team, Motrin in Motion, took part in the Greater New Haven walk to End Alzheimer's, raising over \$600 while spreading awareness on three different dates: first at the August Luau drive-thru, second on Sept 2 when town employees walked together around Town buildings, and third on Sept. 26 when the team walked together at the Fitzgerald Walking Trail in lieu of Ken Strong Stadium in West Haven.

Halloween Box Lunch and Health Fair:

On Oct. 28 Woodbridge residents are welcome to come dressed in costume as they are greeted by a live Halloween scene upon entering the festive Health Fair in the Center Building gym. A box lunch will be provided on the way out provided by Coachman Square at Woodbridge.

Kitchen Coordinator job posting: September 30 was the deadline for application submissions. This date will be extended as needed based on number and qualifications of candidates. Although in-person dining has not resumed at this time, the meal delivery program and drive-thrus have had a very positive response warranting the need to fill this position. Filling this position at this time will also allow for a smooth transition to in-person dining upon its return.

Advertising/Promotions:

Newsletter: 3,500 households/ month

Woodbridge Town News: 3,500 households/ month

Distributed flyers: available to program attendees/handed out at drive-thrus

Facebook: 194 followers

Robocalls: 66 reached

Website

Targeted email blasts: as needed

Services:

Medical Loan Closet: September: 9 withdrawals, 4 returns, 2 donations

Mailings- personal cards (birthday, get well, sympathy, etc.): September: 19

Puzzles/ boredom busters upon request

Yarn/craft accessories upon request

Books upon request

Training:

Kristy Moriarty: Narcan Training .75 hours

Jessica Esposito: Narcan Training .75 hours

Center Stats:

2021 Regular Programs	August	September
Book Club	11 (including 1 Zoom)	9 Zoom
Computer	8	8
Mahjongg	18	Suspended-pandemic
Bridge	31	Suspended-pandemic
Pinochle	35	Suspended-pandemic
Rummy	0	Suspended-pandemic
Painting for Pleasure	on hold	on hold
Craft Group	82	54
Aerobics	49	36
Targeted Strength Training	16	18
Zumba	15	1
T'ai Ji Quan: Moving for Better Balance	29	32
Pickleball	Outdoor courts	Outdoor courts
Lunch: meals	221	167
soup	41	31
AARP/AAA	virtual	virtual
2021 Special Programs		
Holiday Lunches/ drive-thru	75	75
Hadassah Book Club	14	15

2021 Transportation	August	September
Medical	73	64
Service: drop off/ pick up (meals, equipment, etc.)	105	114
Shopping	11	18
Social	2	2
Other	3	6
Totals	194	204

Revenue:

2021 Revenue	August	September
Zumba	\$60.00	
Aerobics	\$147.00	\$108.00
Pickleball	\$150.00	
Targeted Strength Training	\$60.00	\$10.00
Meals	\$1,116.00 (\$1,104.75 outstanding)	\$917.00 (\$774.00 outstanding)
Transportation	\$198.00	\$260.00
Donations	\$437.74	
Total Deposits	\$2,031.00	\$1,295.00

Expenditures:

2021 Expenses	August	September
Dollar Tree, grocery stores, drug stores, Job Lot		\$15.71
Steven's Ford of Milford (Registration inspection 436)	\$150.00	
Entertainer		
Craft class instructor fees	\$90.00	
Aerobics instructor fees	\$250.00	\$300.00
Targeted Strength Training instructor fees		
Zumba class instructor		\$320.00
Art class instructor		
Jewish Senior Services	\$225.00	
Total Expenses	\$715.00	\$635.71

*submitted to FEMA for possible reimbursement

2021 End of month balance	August	September
	\$1,316.00	\$659.29

2021 Donations/fundraising account	August	September
Revenue (donations)	\$21.00	\$250.00*
Expenditures		\$462.18* Living Treasure

*remaining Living Treasure revenue/expenditures to be reported in October report

Human Services Report October 4, 2021

2 Flu clinics offered: There will be two flu clinics available for residents 60+, town employees, and volunteer firefighters. Pre-registration is required for each of these clinics. Residents can call for information on accepted insurance at each clinic as they differ. Each clinic will provide both regular dose and high dose - for those 65+ who request it. We've added an additional hour to the Oct. 14th clinic as the appointments all filled. There are still plenty of appointments available at the October 21st clinic.

- The first clinic will be held on Oct. 14, 11 am - 2 pm in the Center Gymnasium and is sponsored by Orange VNA.
- The second clinic will be held on Oct. 21, 11 am - 3 pm, in the Center Gymnasium and is sponsored by VNA Community Healthcare & Hospice. To pre-register go to www.vnacommunityhealthcare.org/flu or call 203-458-5920.

Suicide Prevention Training and a community conversation with Pam Mautte, Director of the Alliance for Prevention & Wellness, a regional behavioral health action organization of BHCare and Kara Sepulveda of Quinnipiack Valley Health District. The training, QPR (Question, Persuade & Refer) – Gatekeeper Training for Suicide Prevention, is offered at no cost to interested community members on Thursday, October 21 at 6 pm via zoom link. To register for the training and conversation contact the department for the Zoom link.

The Living Treasure Award Dinner, held on September 23, was very well received. Many thanks to those on the Commission who lent their hands to making this event both successful in community building and in fund-raising. Special thanks to Susan Davidson and Cathy Austin for attending planning meetings since May and for all the legwork they and the rest of the Living Treasure Committee did. Also serving on the committee were community members Bob Garofalo, Janet Onofrio, and Lynn Piascyk as well as staff members Kristy Moriarty, and Ellen McDonald. Thanks also to Jen Clarke-Lofters, B. Pat Madden and Janet Ciarleglio for volunteering on the night of the event- it was great to have their help! Thank you to those who bought tickets and ads- it all contributed to the overall success of the event. While we are still awaiting payment from several of the advertisers, the round figure raised through this event is \$8,000.

Renovation update/ Outdoor space: Finance Director Tony Genovese is still awaiting information from State of Connecticut Department of Mental Health and Addiction Services to allow the renovation to move forward with the \$300,000 Bond Commission dollars and connect those dollars to the \$128,000 from the STEAP Grant award. The STEAP Grant award has oversight by DECD (CT Department of Economic and Community Development). We'll hope to be able to have an answer soon. In the meantime, David Stein, from Silver Petrucelli Architects, will meet with Susan Davidson, Tony Genovese, Kristy Moriarty, and me to list priorities for the renovation.

Additional funds coming to the Town from the American Rescue Plan Act may well be able to cover costs of HVAC in the Center Building and much needed outdoor improvements for both the Senior Center and Youth Services to hold classes and events outdoors. Some of the ideas for outdoor space include improved access and space in the courtyard, in the side garden, in the

grove area and outside of the library. Ideas also include a pavilion where classes, programs and events can be held year-round. Outdoor space will continue to be a priority for both the Senior Center and Youth Services.

Staffing update: We're excited to have a wonderful candidate for the Youth Services Program Coordinator. We're hopeful to have the position filled, with a potential start date in early October.

The Senior Center is looking to hire a kitchen assistant to help with the meal delivery program and drive-thru lunches as needed.

Capital Budget: The Capital Budget is due Friday, November 5th. I will hope to meet with B. Pat Madden and Susan Davidson to go over last year's request and add in anything necessary for the department, not covered within the renovation. Currently in the Six Year Capital Budget includes:

FY23 Chairs needed in the Center with budgeted cost of \$15,000 not funded in FY22 and moved to FY23

FY23 HVAC Air Handling System to create a ventilation system that the building currently lacks at a proposed cost of \$250,00 for the lower level of the Center Building.

FY24 Carport to cover three handicap accessible vehicles (similar design used by Police for its carport). This will provide shelter for The Center's vehicles at an estimated cost of \$49,875.

FY25 (Updated with current information) The 2008 Ford Crown Victoria transferred from the Police Department in 2020 has 171,400 miles as of October 1, 2021. The vehicle is needed to transport seniors and disabled residents to medical appointments via the Rt. 15 which does not allow buses and for frail seniors who are unable to climb onto the vans. The car can be purchased through the State DAS State Contract Program at a reduced cost. The department would be receptive to receiving a vehicle that is suitable to drive seniors from another Town Department, if available. Budgeted cost is \$35,000.

The proposed Six Year FY23 Capital Budget will be presented for approval at the November 1 HS Commission meeting.

Holiday Baskets: The department has reached out to the high school, middle school and Beecher Road School to identify families in need and will be sending letters to last year's donors as well as seeking new donors for the program.

Food & Fuel Fund update: In an effort to assist Woodbridge residents, Judi and I have written a new policy to provide guidelines for the Fund and at the same time brought the fund up to date with a new name that goes along with the suggested policy changes. The new guidelines were developed to improve the description of the fund's use.

I reached out to other Connecticut towns for descriptions of their emergency funds and 16 towns responded with various versions of very similar fund descriptions. Some of these towns were Hamden, Ridgefield, South Windsor, Granby, Bolton, Storrs/Mansfield, Simsbury, and North Branford.

To bring the program into an interest-bearing fund, Finance Director Tony Genovese has suggested we move the fund into a trust account. The control of all spending of this trust will remain the discretion of the Human Services Department.

Please see the attached Resident Assistance Fund (RAF) description with your monthly reports.

MUNICIPAL AGENT REPORT SEPTEMBER 2021

Advocacy	12
Alzheimers/Dementia	1
Area Agency on Aging	5
Caregiver Support Group	2
Center for Medicare Advocacy	1
CHOICES	9
CT Home Care	3
Disability Application	1
Elder Protective Services	1
Elderly Housing	5
Employment Counseling	1
Follow-up	44
Food Pantry	7
Food Stamps	3
Griffin Hospital	1
Greater New Haven Transit	1
Home Health/Homemaker Services	3
Home Repair	1
Housing	5
Infoline	3
IRIS	1
Legal Issues	2
Lifeline Medical Alert	3
Massaro Farm Produce Program	76
Meals on Wheels	1
Medical Loan Closet	5
Mental Health Issues	6
Notary	2
Ombudsman Program	1
QVHD	3
Rosa DeLauro's Office	1
Rotary Club	1
TEAM	7
Telephone Calls	211
Town Fuel Fund	1
Transportation	2
Utility Savings Plan	3
Yale New Haven Hospital	2

Name of Fund: Resident Assistance Fund

How Funded: Funded exclusively through donations

Description of Fund: The Human Services Resident Assistance Fund (RAF) is designed to help Woodbridge residents in need. Requests can fall into categories such as food or fuel or a variety of miscellaneous services that are necessary but are not typically funded by outside agencies. This fund can be used to supplement other assistance programs. This program is not an entitlement, as it is an emergency program only.

The Department of Human Services administers the RAF derived from private community contributions intended to provide emergency basic need assistance to all age populations. Cases are evaluated individually with health, housing, utilities, mental health, transportation for school or work, and other emergencies as priorities. Criteria for assistance includes financial hardship with eligibility based on gross annual income, household size and liquid assets, history of assistance and other available private/public financial resources. The Director of Human Services in conjunction with the department's social worker will review each case and determine approval for assistance.

Eligibility: Each request will be evaluated on a case-by-case basis. All requests are subject to approval and availability of funds. Income guidelines, household membership, savings, household expenses and previous request will all be examined. The Fund can only be used once in a twelve-month period per specific indicator. Updated income and asset documentation for the 4 weeks prior to the request to receive funds must be submitted. No assistance will be provided without proper documentation. Woodbridge Human Services reserves the right to refuse assistance if all criteria are not met.

Qualifications:

- A. **Residency:** Emergency assistance applicant's primary residence must be in the Town of Woodbridge. Primary residence means the applicant resides in Woodbridge for six or more months during the course of a year. To be eligible, the applicant must be a resident for at least 3 months prior to applying for assistance. Fund applicants will be required to provide documentation demonstrating residency such as recent utility bills or other documentation as requested.
- B. **Income:** All household income is calculated to determine eligibility for the Fund. Resident households must be under 200% of the federal poverty guidelines to be eligible for emergency financial assistance. Applicants must provide documentation showing all sources of income for all persons domiciled in the household. Sources of income may include but are not limited to: wages, worker's compensation payments, unemployment compensation, social security payments, pension payments, rental income, alimony payments, child support payments, disability benefits, veteran's benefits, earnings from investments as well as contributions from friends or family.

- C. **Resources:** Applicants must have exhausted all other potential resources before applying for assistance through the town. Proof of this will be required at time of the fund application.
- D. **Annual Assistance:** The annual household maximum amount of assistance is \$600, with fuel allotment capped at \$400. The annual period is defined as 12 months beginning July 1. In instances of great and undue hardship such as fire or a natural disaster, the director may authorize an additional \$200 allotment within the annual period. Funds are not guaranteed, but based on eligibility criteria, emergency fund balance and level of need.
- E. The Town of Woodbridge does not make any payments toward delinquent charges, late fees, legal fees, or interest charges.
- F. **Disbursement of funds:** Payments will be made directly to the vender via invoice. There are no cash payments to applicants and no reimbursements of already paid bills.
- G. **Confidentially:** All requests will be handled confidentially. Certain documentation may be subject to disclosure in accordance with the Freedom of Information Act. Only documents or information required to be disclosed by state or federal law will be released to the requesting individual, agency, or other entity.
- H. **Log:** All use of the Resident Assistance Fund (RAF) will be documented in the log kept in the Human Services Department as well as in client records.

Food, Fuel and other Indicators:

Examples of fund coverage but not limited to are:

- Food
- Hotels (for emergency housing), rental assistance
- Fuel, septic pumping, furnace repair, cord of wood, emergency home repairs
- Medical bills, eyeglasses, medical equipment, pharmacy costs
- Home modifications due to physical disability
- Car tax bills, car insurance, car repair (to get to school/ work)
- Emergency Shelter expenses

Approved by Woodbridge Human Services _____