



Help's on the Way

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Policy Name: Request for Financial Assistance Policy

Policy Adoption Date: December 10, 2002

When a request is made to the ministry for financial assistance, the following stipulations shall apply:

- a. The client assessment form must be filled out completely, signed by the client, and initialed by the ministry representative who is recording client information.
- b. If an initial determination is made to help the client with financial assistance, a minimum of three officers and/or board members must concur and agree that financial assistance will be provided.
- c. In all cases, financial assistance will not be provided directly to the client but instead will be paid directly to the agency, entity or organization that will provide goods and/or services to the client.
- d. Clients receiving financial assistance must meet the requirement of having an income that is no greater than twice the amount set by the State of Michigan Department of Human Services poverty guidelines. **NOTE:** For the most recent poverty guidelines, log on to the State of Michigan web site: <http://www.michigan.gov/dhs>

For questions or additional information related to this policy, please write to:

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6784 Edwards Road
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Or

Contact us on the web www.helpsontheway.org

Psalm 46:1 "God is our refuge and strength, an ever-present help in trouble."