

**Hawaii Employees  
Lifeline Program  
LCSP  
Direct Assistance**

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**LCSP**  
**Direct Assistance**

Hawaii's challenging economy and housing market pose financial difficulties on hardworking people. Our Hawaii Employees Lifeline Program (HELP) offers direct services to those who are confronted with having to decide between paying their rent, mortgage, food, utility, debt, and medical bills. All referrals must be submitted by union staff only and must meet all requirements to qualify. We rely on the requesting unions to be the 3<sup>rd</sup> party verification that the individual is in need, and for financial assistance the individual is in jeopardy of becoming homeless or is currently homeless.

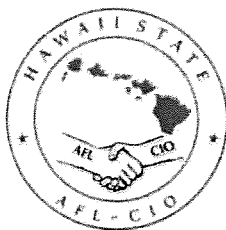
There are 2 types of assistance the H.E.L.P. offers: Food Pantry and Rent/Utility Assistance

**Food Pantry**

- 1.) Our Food Pantry offers food boxes once a month for up to 6 months to those who are struggling and are referred through a union.
  - a. Referrals must be done on the General Assistance Food Pantry Forms and emailed to the [LCSP@hawaficio.org](mailto:LCSP@hawaficio.org).
  - b. Requests for a food box must come directly from union staff only.
  - c. The food box shall be picked up by the authorized union representative or delivered to the union office if on the neighbor island.
  - d. The location of the HELP should NOT be given to the recipient.
  - e. No recipient will be allowed to pick up the food box themselves
  - f. The recipient may receive food assistance once a month, for no more than 6 months.
  - g. Our release form must be signed by the union representative or client to receive the food box.
  - h. Each food box will contain the standard items such as rice, meats (protein), seafood items (tuna, salmon, etc.), canned vegetables, cereals, soups, dried saimin, and miscellaneous items based on availability. Personal needs of the family may include diapers, formula, and wipes, if available.

## Rent and Utility Assistance

- 2.) Utilities and Rental Assistance Program may award individuals who are in jeopardy of becoming or are homeless, and who are referred by a Hawaii State AFL-CIO affiliated union who acts as a 3<sup>rd</sup> party verification that the client meets these requirements.
- a. Referral must be made by Hawaii State AFL-CIO affiliated union staff only.
  - b. An affiliated union may not be awarded more than 3 awards within 1 fiscal year.
  - c. Only 1 award per household will be awarded even if individuals within the household are being recommended by different unions.
  - d. Referral must be submitted on the Utilities and Rental Assistance form and emailed by the union to [LCSP@hawafclcio.org](mailto:LCSP@hawafclcio.org) with the required documents to be eligible for financial assistance.
  - e. There must be a minimum of 1 minor child (17 years old and younger) who resides in the household.
  - f. Due to HELP's limited funds, once the maximum grant amount for financial assistance is reached for the calendar year (January 1-December 31), HELP will not award financial assistance until the following calendar year and all requests must reapply. Requests will not be carried over.
  - g. Households/individuals are only eligible for financial assistance 1 time every 5 years.
  - h. Recipient may receive up to and not exceeding \$1,500 to be used only for either or both rent/mortgage and utility assistance.
  - i. For rental/mortgage assistance, one of the following documents confirming proof of homelessness or in jeopardy of becoming homeless must be presented with the application.
    - i. 3-day notice to pay rent by property management company or signed by private owner.
    - ii. Current eviction or foreclosure notice.
    - iii. If homeless, a copy of lease/rent agreement with balance due/deposit amount noted.
  - j. For utility assistance, one of the following documents confirming proof of being in jeopardy of becoming or are homeless must be presented with the application.
    - i. Current utility past due or utility disconnection notification.
  - k. Assistance checks are cut on Thursdays only after all required documents are provided by the union and verifications are confirmed by HELP.
  - l. Checks are made payable to the entity the member owes.
  - m. The requesting union must pick up the check from HELP.
  - n. The location and contact info of HELP should NOT be given to the recipient.



## Rental and Utility Assistance Request Form

Affiliated Hawaii State AFL-CIO Union:	
Union staff who has made referral (Name and Title):	
Name of nominee and the name(s) and age(s) of their dependent minor children (17 years and under) who reside with them. Please identify each.	
Date submitted to HELP:	
Amount of request for utilities:	
Amount of request for rental/mortgage assistance:	
Checks are only made to the entity. What is the name of the entity?	

Have you ever received assistance from the HELP before?  What type?  Year received assistance:	Are you a veteran (Y/N)?	Date of birth (MM/DD/YYYY)
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Are you a union retiree: What union?	Marital Status (single, divorced, widowed, married, other):	Name of Spouse or partner:
List other residents of the household not including spouse and children under 18 (grandmother, adult children, etc.):	How many people live in your household?	Other than food, utility and rental assistance, what services or items are you looking for:
Sources of income:  Whose income is it?  Gross monthly income:	Sources of income:  Whose income is it?  Gross monthly income:	Sources of income:  Whose income is it?  Gross monthly income:
Home Address:	City:	Zip Code:
Home Phone:  Cell Phone:	Alternate Phone:	Email Address:

Background information on your case with detail: