

# MECASA EMERGENCY FUND

## FUND PURPOSE

Funds are available to support immediate, emergency needs of survivors of sexual violence being served by Sexual Assault Support Centers and Children's Advocacy Centers during the remainder of FY22. Details of what costs can be covered by the fund, the limitations on those costs, and the documentation SASCs and CACs will need to keep in their records related to this fund are listed below. This fund is for victims/survivors of sexual violence and as such should only be used for CAC clients when there has been a disclosure of sexual violence by that client and/or when it is known that the child has experienced sexual abuse. This program is funded by VOCA and centers are able to use funds that have been designated as VOCA-HT in their contract for Sexual Assault Emergency Fund purchases, but must track these purchases (per the directions below) as "VOCA-EF" in their monthly report. All expenses paid must be allowable under VOCA guidelines.

This fund is not to be used for human trafficking or commercial sexual exploitation survivors. It is only to be used when other state and community programs or personal resources (including Maine Victims Compensation Program and personal health insurance coverage) are not able to meet the survivor's needs safely and in the appropriate time frame.

All agencies using this fund must retain a signed copy of the "Acknowledgement of Emergency Fund Program Restrictions" for their records. Copies of the signed acknowledgement should be kept with your receipts and other documentation of covered expenses to demonstrate compliance with fund regulations. The acknowledgement can be found on page 6 of this document and one signed copy per center will need to be sent to [htfund@mecasa.org](mailto:htfund@mecasa.org) for MECASA to keep on file. Centers may not access this funding until MECASA has received a copy of their signed acknowledgement.

Any questions you have about the fund can be sent to [htfund@mecasa.org](mailto:htfund@mecasa.org) or you may call the office at 207-626-0034.

## REPORTING FUNDING & DISTRIBUTIONS

MECASA will not be making any direct payments and there is no application process. All costs should be documented by each center on their monthly report classed as VOCA EF. The costs should be noted on a separate line marked "Emergency Fund".

All SASCs and CACs are eligible for funding as is MaineTransNet. Each center has been allocated a certain amount of funds from their VOCA HT funds to be spent on emergency needs. If/when this money has been spent down, the ED should check in with Julie Montefesco to discuss extending the limit.

Each center has their own tab on a shared Google Sheet. MECASA will be reviewing this document on a monthly basis so centers are asked to please add and adjust their respective tabs each time they use the fund. Receipts and proper documentation will need to be kept by each center. Some items will need additional documentation and they have been noted next to each need. If you have questions about what forms are needed for your files, please email [htfund@mecasa.org](mailto:htfund@mecasa.org).

## ADDITIONAL NEEDS

If other emergency needs should arise for clients that is not on the pre-approved needs list, particularly any that have a negative impact on their ability to engage in restorative safety, healing, or justice-seeking activities, centers are asked to send an email to [htfund@mecasa.org](mailto:htfund@mecasa.org) for special approval of the need being requested.

## MEASURING IMPACT

As a new initiative, it is important for MECASA, SASCs and CACs, and funders to understand the impact of this program. Therefore, whenever possible, advocates should ask clients who have received support through the Emergency Fund program to answer a single evaluation question (listed below). If the benefit of the support that the client received was realized during or before that service (example, a client was provided a ride to the meeting) then the question can be asked during that service. Otherwise, the evaluation question should be asked at the next interaction with that client.

Advocates should ask some variation of the following question:

“Do you feel that receiving (NEED MET HERE) helped you to access (CHOOSE ONE OR MULTIPLE - HEALING, SAFETY, OR JUSTICE)?”

Here are some variations on how advocates might ask this question:

- Did receiving those three therapy appointments help you heal?
- Did getting that taxi to court today help to access some justice?
- Was receiving that rent money helpful to your feeling of safety?

Survivor answers should be recorded in the “EF Google Tracking Doc” provided by MECASA.

Additionally, when offering the ACQES or the OMS caregiver survey, let participants know that this is a new program and that hearing about the impact of receiving funds helps us to advocate for continuing the program. They can add that information on the survey if they’d like to share it.

We are also asking folks to track resources distributed to clients in EmpowerDB through the Sexual Assault Emergency Fund only (not the HT fund!) by selecting “add resources” in the “add activities” box.

You’ll see:

EF: Food – this is for hot food or groceries

EF: Medical Care – this includes dental care, everything besides mental health care and PEP

EF: Mental Health Care – includes all therapy and inpatient treatment

EF: PEP – specifically for HIV post exposure prophylaxis

EF: Rent – for rent

EF: Shelter – for all other housing/shelter costs (hotel, campgrounds, etc.)

EF: Transportation – Car repairs, taxis, ubers, etc.

EF: Utilities – gas, electric, internet, etc.

You still need to track these things in your tracking docs because it doesn’t include details about items or evaluation, etc. – but this will allow us to run reports statewide on the people who are accessing the fund.

**TRANSPORTATION**

It is limited to transportation to and from locations where clients are receiving services, engaging with systems, or otherwise seeking healing and justice in the aftermath of sexual violence. Including, but not limited to:

NEED	PRE-APPROVED LIMIT	NOTES
Bus pass - city/local	Single rides (up to 4) Day pass (up to 4) Month pass (1 max per application)	
Bus pass - statewide	One-way	
Bus pass - out of state	One-way	
Rideshare app	\$50 maximum	Uber gift cards are allowed
Taxi	\$50 maximum	Public transport preferred
Gas	\$50 maximum	
Car repair	\$500 maximum	Two quotes needed from repair shops
Car fees	Registration and tax One month of insurance payments	Agency must certify and keep proof in their records that the recipient has a valid driver's license and that the car is: <ul style="list-style-type: none"> <li>- registered to the recipient.</li> <li>- inspected.</li> <li>- insured.</li> </ul>
Airfare	One-way (\$300 maximum)	Must demonstrate that the most affordable flight was selected.

**SHELTER**

NEED	PRE-APPROVED LIMIT	NOTES
Rent	Existing Apartment Rent – 1 month New Apartment – Security Deposit, First/Last Month	A copy of the lease or rental agreement will need to be kept for your records and the client must be named on it.
Electric bill	1 month	Account must be in the clients name
Heat bill	1 month	Account must be in the clients name
Hotel	Up to 3 nights Nightly cost cannot exceed federal rates for that city and month.	Federal rates found at <a href="http://gsa.gov">gsa.gov</a> .

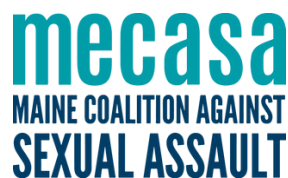
**MEDICAL**

NEED	PRE-APPROVED LIMIT	NOTES
Post Exposure Prophylaxis (PREP)		Include a receipt that indicates clients name.
Prescription drugs	1 month of prescription drugs covered	Includes birth control
Prescribed medical equipment	\$250 limit	
Over the counter medicine	\$50 limit; includes emergency contraception up to \$75	
MAT* for SUD**	1 month of MAT	
Inpatient SUD treatment	\$1000 maximum	
Partial inpatient SUD treatment	\$1000 maximum	
Outpatient SUD treatment	\$1000 maximum for up to two months of outpatient appointments	
Inpatient MH*** treatment	\$1000 maximum	
Partial inpatient MH treatment	\$1000 maximum	
Outpatient MH treatment	\$1000 maximum for up to two months of outpatient appointments	

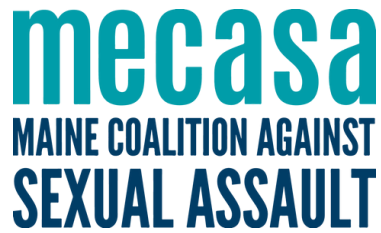
\*MAT: Medication Assisted Treatment | \*\*SUD: Substance Abuse Disorder | \*\*\*MH: Mental Health

**OTHER BASIC NEEDS**

NEED	PRE-APPROVED LIMIT	NOTES
Groceries/food	\$100 maximum Food only – no alcohol or cigarettes	Gift cards must be designated as usable for food purchases only. Agency must show proof that a food-only card was purchased.
Hot food	Up to 3 meals/day Up to 3 days Each meal cost cannot exceed federal per diem limit.	Federal rates found at gsa.gov. Tipping is not allowed.
Clothes	\$150 maximum	
Outerwear (coat, boots, hat)	\$150 maximum	
Cell phone	\$50 maximum for phone hardware plus 1 month phone plan or equivalent minutes	
Furniture	Bed set-up (Mattress, Box Spring, Frame) - \$400 Couch/chair - \$400	
Childcare costs	\$1000 maximum for up to 1 month Not to exceed \$30/hour	
Paperwork replacement costs	License fee Passport fee Birth certificate fee Medical and court records	
Housewares (Dishes, bedding, kitchenware, towels)	\$300 maximum	



The emergency fund is managed by MECASA with funding and support from the Maine Department of Health & Human Services.



## ACKNOWLEDGEMENT OF EMERGENCY FUND PROGRAM RESTRICTIONS

I, the undersigned, acknowledge the following restrictions to the Emergency Fund program and affirm that my agency has adhered to the following requirements.

- Funds are to be used specifically for victims of sexual violence.
- Funds may only be expended to address emergency needs of those victims.
- Funds are only to be used when other state and community programs or personal resources (including Maine Victims Compensation Program and personal health insurance coverage) are not able to meet the survivor’s needs safely and in the appropriate time frame.
- My agency is responsible for keeping records related to the needs paid for through this fund as outlined in MECASA’s Emergency Fund protocols.

Executive Director Name: \_\_\_\_\_

Agency: \_\_\_\_\_

ED Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Please send a signed copy of the acknowledgment form to [htfund@mecasa.org](mailto:htfund@mecasa.org) before utilizing the funds.