

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 FFY21. 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 fund is not to be used for human trafficking or commercial sexual exploitation survivors; please use the existing [Human Trafficking Survivor Fund](#) for those needs. Not all the items below are available to both SASC and CAC clients, see the descriptions for information on eligible clients. Clients should be made aware that this is a temporary fund that meets a limited number of emergency needs. 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 Fund Program Restrictions" (attached to this document) in their records. Copies of this document should also be kept with the receipts and other documentation of covered expenses to demonstrate compliance to fund regulations.

Appropriate Uses for Funds

Transportation for SASC or CAC clients who would not otherwise have access to 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:

- SASC or CAC offices
- Medical and mental health care
- Court, DAs offices
- Pine Tree Legal Services

There is no limit to how many transportation services can be covered by the SASC or CAC for an individual client. The SASC or CAC should keep the following records:

- Receipts for all payments made for transportation services (Uber receipts, taxi receipts, etc.).

Mental health care sessions for clients from SASC or CACs who lack the financial resources to cover the cost themselves. Up to three sessions can be covered per client. Providers should spend no more than \$150 per mental health care session. The SASC or CAC should keep the following records:

- A copy of the bill for mental health services noting the survivor's name and
- Records demonstrating that the amount of money listed on the bill was sent to the appropriate provider referencing the survivor.

Post Exposure Prophylaxis (PEP) for clients who lack the financial resources to cover the cost themselves. A full course of treatment for PEP can be covered for clients in need. There is no limit to the number of times this can be covered per client. The SASC or CAC should keep the following records:

- A copy of the receipt for PEP that indicates the survivor's name.

Emergency rental assistance for one month for a SASC client in emergent need. SASCs providing this support must keep in their own records:

- A copy of the lease that demonstrates the amount of rent, matches the client's name, and indicates where rent is to be sent and
- Records demonstrating that the correct amount of money was sent to the landlord as stated on the client's lease.

Emergency utility bill assistance for one month for a SASC client in need. SASCs providing this support must keep in their own records:

- A copy of the bill to be paid in the survivor's name and
- Records demonstrating that the amount of money listed on the bill was sent to the appropriate provider referencing the survivor's account.

Fund Reimbursement

All costs should be documented on each center's monthly report classed as SASP. Please note these costs as a separate line marked "Emergency Fund". For questions on this, contact [Julie Montefesco](#). All fund expenditures should be made by August 31st, 2021.

Additional Needs

If other emergency needs should arise for SASC and CAC clients, particularly any that have a negative impact on their ability to engage in restorative, safety, healing, or justice-seeking activities, SASCs and CACs can contact [Jess Bedard](#) to request special approval for these costs.

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 examples 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 Tracking Doc” provided by MECASA. For more information on this process, read below.

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.

Reporting Fund Distributions and Impact

Emergency fund expenses should be tracked in two places. The first is the monthly DHHS report. Please see “Fund Reimbursement” for more information on that.

The second is the “EF Tracking Doc”. Please record each fund distribution and the corresponding answer to the evaluation question in this document. Keep this up to date as funds are expended and evaluation questions are asked. MECASA will request this document when needed. It is not necessary to submit this monthly. Please feel free to edit this document to collect other data for your own organization. Remember that when sending a copy to MECASA, you’ll need to delete all client data from the document to protect client confidentiality.

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: _____