La Raza CRC maintains a limited client emergency fund targeting Latino families living in the following neighborhoods: Bayview, Excelsior, Mission, Tenderloin and Visitation Valley. Funds are to be utilized to support the health, wellbeing, and safety of families. Please review the following policies and guidelines carefully and use the Service Connection Emergency Fund Intake Form and the Mayor’s Office of Housing and Community Development (MOHCD) Intake Form to make requests.

Requirements

- Agency staff can contact LRCRC staff to review specifics before submitting any request.
- NO other resources exist for the provision of the funds.
- Staff should verbally confirm the family’s annual income and compare to categories on the MOHCD form. Income must be in the range of “low income” or below.
- Original receipt or invoice must be submitted with form (Copies will not be accepted).
- All expenditures must be made to support the health, wellbeing, and safety of the family.
- Checks may only be payable to Agency, Agency Staff or Vendor. Money or checks cannot be given directly to clients.
- Requests will not be approved nor will checks be released without the appropriate and completed forms and documentation.

Examples of appropriate requests:
- Utility bills
- Housing needs/deposits/emergency hotel room
- Medical Expenses
- Transportation
- Food/toiletries
- **Immigration Needs (to be determined)

Procedure for Submitting Requests

1. Requesting Agency Staff completes Service Connection Emergency Fund and MOHCD Intake Forms.
2. Requesting Agency Staff e-mails completed forms with accompanying receipt/invoice/bill or supporting documents to:
   Maritza Villagómez at mvillagomez@larazacrc.org or
   Susana Portillo at sportillo@larazacrc.org
3. Payment by LRCRC will be provided within 7 business days after approval of the request.
4. Checks will be payable only as direct payment to: Agency, Agency Staff or Vendor. Payments are never made directly to clients.

Contact Information

Maritza L. Villagómez
Social Worker/Family Advocate
mvillagomez@larazacrc.org
415-863-0764 x14

Susana Portillo
Intake and Assessment Specialist
sportillo@larazacrc.org
415-863-0764 x36

474 VALENCIA STREET, SUITE 100 • SAN FRANCISCO, CA 94103 • 415-863-0764 • info@larazacrc.org