



LG&E

GRANT

PROCEDURE MANUAL

**Program operating date:
April 1, 2018 – December 30, 2018**

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Introduction

Note: For the purpose of this document, the word “Ministry” refers to all **15 individual Community Ministries** that comprise the Association of Community Ministries, Inc. [ACM] and also includes **Sister Visitor**, an agency of Catholic Charities.

The Association of Community Ministries, fiscal agent, for the 2018 LG&E Grant will receive the sum of **\$500,000** from LG&E. \$450,000 will be used for direct client assistance. Funds for direct client assistance will be apportioned to participating ministries. Administrative funds, \$50,000, will be allocated for administrative purposes. ACM will use \$3528 for central record keeping and \$46,472 will be distributed to individual Community Ministries for administration. The total sum is to be used exclusively for the cost of gas and electricity for residential dwellings within the LG&E territory and must secure 30 days of service.

Client Eligibility

Client must:

- Qualify with gross income 250% or less OMB poverty scale
- Be in threat of disconnection as confirmed by LG&E
- Be in danger of losing eligibility to participate in Budget Billing. Budget billing clients will receive a “brown notice” of expulsion from program
- Be ineligible for Winterhelp due to status of bill or status of income
- If eligible for Winterhelp, such benefits must be utilized prior to accessing LG&E Grant funds
- Have a face to face appointment with a Ministry Representative at which time a LG&E Fund Financial Crisis Intervention form will be completed [Exhibit 3]
- Meet criteria then will be eligible for up to \$300 per household
- Clients cannot be denied eligibility for this program even if it is their off-year.
- Each agency can determine its capacity for multiple visits by clients in a year.

NOTE: Ministry Representative shall review extenuating circumstance on a case-by-case basis. See details and options below.

Extenuating Circumstances - Client Eligibility

Ministry Representative shall follow the same guidelines as used for Winterhelp eligibility using "Option 2" within those guidelines. **Some** of those life-situations that will allow for "Extenuating Circumstances" are:

- Extraordinary (non-routine) medical bills
- Extraordinary childcare expenses
- Expenses for relative not in household, e.g., parent or child support.
- Job termination, lay-off, reduction in wages
- Income source left residence
- Other changes in income or expenses, e.g., family funeral, sudden illness, or similar unexpected expense

Pledge Process

After completing the LG&E Fund Financial Crisis/Intervention Form and the Match Voucher:

- Each Ministry Representative will indicate to LG&E that the pledge being made is from LG&E Fund dollars. If using the portal, go to "Metro Match" on the drop down menu. If using both Match dollars & Ministry dollars, you will need to make 2 separate pledges.
- Pledge ID # shall be given to the Ministry Representative by the LG&E customer service representative for each client receiving LG&E Fund assistance.
- Ministry Representative shall enter each transaction on the "LG&E Fund Client Payment Log" .
- Pledge must secure 30 days of service from brown bill or confirmation of disconnection from LGE. **Agency may pledge above and beyond amount necessary to remove threat of disconnection up to a total of \$300.00. Agency payment cannot provide client with a credit balance.**
- If amount required by LG&E exceeds \$300 and any funds available from ministry, client is to make their portion of the payment prior to community ministry making pledge.

Ministry Reporting Process

- By the **3rd of each month** each Ministry will electronically send a completed LG&E Client Payment Log" to the ACM Treasurer at: ACMutilities@gmail.com
- It is imperative that all reports be submitted on time.

ACM Reporting

ACM Reporting to LG&E

- Each month the ACM Treasurer will provide to LG&E a full status report of funds and activity