

MISSOURI'S Community Action Poverty Simulation

STAFF INSTRUCTIONS

Community Action Staff

INCLUDED IN THIS PACKET

- 1 Community Action Staff Instruction Sheet
- 1 Cash & Voucher Tracking form
- 1 name tag
- 1 transparency marker
- 1 pen/pencil
- Referral Forms (20)
- Resource Information Binder (MC+, Senior Rx Program, MBA, Weatherization, etc.)
- \$100 cash for food
- 18 Food vouchers
- 18 Utility Vouchers
- 4 Head Start Vouchers
- 54 Transportation Passes
- "CLOSED" sign

TIME FRAME

This simulation is divided into four 15-minute "weeks" representing one "month" in the life of a low-income family.

GENERAL INFORMATION

1. You have four tasks:
 - Decide which referrals to make
 - Fill out referral form and give to client
 - Give out cash for food, food vouchers, utility vouchers and Head Start vouchers
 - Receive Luck of the Draw cards and School Opportunity/Challenge cards
2. If you leave, display your "CLOSED" sign.
3. You will be asked to report on your experiences with the families at the end of the simulation.

RESPONSIBILITIES

1. Transportation Passes

- a. Collect one transportation pass from each person who comes to the Community Action Agency, including children.
- b. If the person has no pass, send him/her to Quik Cash.

2. Referrals

- a. Families M-V have information that may bring them to you; however, other families may ask about your services as well. Some may need help with utilities, food, childcare, housing or medical expenses.

- b. Complete the referral form, sign it and give to the client so they may go to other agencies to ask for help.

3. Distribute Food

- a. Record any cash or vouchers you give out on the Cash & Voucher Tracking form:
 - \$100 cash fund - You can give all the cash to one family; divide it up for several families; or not give any away.
 - \$200 in food vouchers - A family can only receive 1 voucher per month, to have enough for all families that would be about \$6 per family. You can give more than that to a family but you cannot give out more than \$200 total.

4. Vouchers/Transportation Passes

- a. Record any vouchers that you give out on the Cash & Voucher Tracking form:
 - \$400 in utility vouchers - A family can only receive 1 voucher per month. Do not give out all of your money in week 1.
 - Head Start vouchers - You have four vouchers for the Head Start program at Interfaith Services for children aged infant through 3 years old.
 - You have enough transportation tickets to give each family 2 tickets, so don't give them all out to one family.

5. Luck of the Draw Cards, School Opportunity/Challenge Cards

- a. If a person comes to you with either of the cards, do what it says and then keep the card.

