

MISSOURI'S Community Action Poverty Simulation

STAFF INSTRUCTIONS

Inter Faith Services

INCLUDED IN THIS PACKET

- 1 Inter Faith Services Operator instruction sheet
- 1 Inter Faith Services Transaction Record
- 1 name tag
- 1 transparency marker
- 1 pen/pencil
- Transportation passes
- \$100 Cash
- 12 Food/Clothing vouchers
- Referral Forms

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 several tasks.
 - Provide shelter for homeless
 - Provide food vouchers to those in need
 - Provide transportation passes
 - Provide child care
 - Refer people who come to you for help to other agencies
2. Families may get evicted from their home for non-payment.
3. You will need to be open so families can come to you when they are in need.
4. The way you deal with people is up to you. You may deal with them politely, since you are empathetic, or curtly, knowing they need you.
5. During the third week of the simulation, since there is no school, the teachers will help in the Inter Faith Services.
6. You will be asked to talk about what happened 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 agency, including each child.
- b. If the person has no pass, and they are there for shelter, you have the option of letting them stay. If they are there for other assistance, send them to Quik Cash to purchase passes.

2. Shelter for the homeless

- a. To provide a family with shelter, they must prove that they have been evicted by showing you their eviction notice.
- b. They can stay in the shelter between weeks, but they have to be at work if they are employed (at least 7 minutes), and the children at school at least 8 minutes during the week.**
- c. A family cannot stay in the shelter more than two weeks in a month.**
- d. The families that start out in the shelter at the beginning of the month, must find housing and be moved out by the end of the second week.**
- e. Children cannot be at the shelter without at least one parent.
- f. You can turn folks away if you are “full.”
- g. Track those staying in the shelter on the Transaction Record.

3. Food/Clothing vouchers

- a. If someone comes to you in need of food/clothing, give them a food/clothing voucher to take to the Super Center.
- b. Track who has received a voucher on the transaction record.

4. Cash/Transportation passes

- a. You have a small amount of cash and transportation passes that you can give to people in need at your discretion. Be careful and don't give them what they ask for (maybe only 2 passes if they need 5, or \$10.00 if they ask for \$20.00)
- b. Track who has received a voucher on the transaction record.

5. Referral forms

- a. You may refer families to other agencies such as the Community Action Agency or Social Services for help

6. Child Care

Use information from the Building Blocks Child Care packet