

Short Term Emergency Loan Purpose and Policies 2018

Purpose:

The Circles Short-Term Emergency (STE) Loan serves to provide a source of interest-free financial assistance for Circles participants when other community resources are unavailable or impractical for the situation. This may include, but is not limited to funding for home maintenance, car repairs, medical expenses not covered by insurance, etc. This is intended to support Circle Leaders in their efforts to avoid moving into further crisis and a downward spiral, so that they can achieve self-sufficiency.

Policies:

The Short-Term Emergency Loan process is a minimum 72 hours (3 business days) process, and the loan is to be repaid with no interest according to a repayment schedule that has been worked out by the Circle Leader and Circles Staff.

Eligibility:

1. To be eligible for a loan, applicant must be an active Circle Leader.
2. He or she must have attended at least 75% of the Weekly Meetings for the previous 3 consecutive months. Attendance at planned alternate individual Circle meetings may be substituted for Tuesday Matched Circles night attendance. Absences which have been communicated to the Circles Coach and Matched Allies prior to the missed Weekly Meeting will be taken into consideration. **Failure to meet this standard will result in denial of application.**
3. Qualified applicants must have completed the Circle Leader Training and have participated in a Matched Circle for at least 3 months before being considered for the Short-term Emergency Loan.
4. Applicants must have supplied all necessary information for all applicable Circles data collection efforts, including the initial report and each 6 months milestone, if applicable, to the Circles Coach.
5. Circle Leaders will be required to provide a current copy of their budget. Circle Leaders receiving a loan should seriously consider participating in a budgeting and financial literacy program and/or a credit counseling program to increase financial stability.
6. Applicants who have taken a "Leave of Absence" or chosen to "Exit" from Circles, or who have been absent from the program for more than 3 months, must seek and be granted readmission into the program and demonstrate compliance with all attendance and program policies for a consecutive 3 months period in order to be eligible to apply for the Short-Term Emergency Loan.
7. Circle Leaders must not have outstanding balances or be in default on previous Short-Term Emergency loans.

- 8. THIS IS A LOAN – A HAND-UP, NOT A HAND-OUT! You must repay the loan according to an approved, interest-free repayment plan.** Failure to keep your commitment to repay the loan will disqualify you from receiving further loans.

Steps in Application Process:

1. Circle Leader talks with the Circles Coach about intention to apply.
2. Circle Leader (along with Matched Circle Allies if possible) seeks assistance available from other community resource providers and records outcomes on the *Community Resources Checklist*. The Circles Coach and/or Allies may assist with making phone calls and with transportation to resource providers.
3. If adequate assistance from other resource providers cannot be obtained, Circle Leader may apply for a STE Loan by submitting the *Loan Application* and all other required documentation.
4. Circle Leader works with Circles Coach to update budget plan, including amount available for monthly loan repayments, and records this plan on the *Budget Worksheet*.
5. Circles Staff will send Circle Leader and all Allies in the Matched Circle an initial letter to remind him/her of the steps of the repayment process. Monthly repayment amounts and schedule are to be discussed between Circle Leader and Circles Coach, and Loan Agreement must be signed by Circle Leader and all persons cited in Step 4.
6. Loan must be approved by the Circles Coordinator with the amount determined. (Note: The Circles Coordinator may not be available to approve your application immediately. Therefore, every effort should be made to utilize other resources and application for the STE should be made only as a last resort. You should also provide yourself enough time in case of an unanticipated delay.)
7. Once approvals are obtained, the Circles Coordinator will request a check to be drawn according to St. Luke’s financial policies.
8. Repayment should be made by cash, check, or money order to the St. Luke’s office during office hours of 9:00 a.m. and 5:00 p.m. by the agreed upon deadline. Money Orders may also be mailed to St. Luke’s or given to Circles Staff at Weekly Meetings. Cash must not be mailed or exchanged at Weekly Meetings. The Circles Administrator will provide a receipt and notate the payment in the Circle Leader’s records.
9. St. Luke’s financial office will provide monthly reports of account activity and balances to the Circles Staff. The Circles Staff requires documentation of change in payment plan, deferment or suspension of loan.

Maximum Loan Amounts

# of Months in Circles	Loan Amount
0-6 months	Up to \$150
6-12 months	Up to \$250
>12 months	Up to \$300

Short-Term Emergency Loan Budget Worksheet

Participant Name: _____ **Date:** ____ / ____ / ____

<i>Monthly Expenses</i>	<i>\$ Amt./Mo.</i>	<i>Notes:</i>
Housing		
Rent Payment		
Mortgage Pmt.		
Property Taxes		
Insurance		
Lot Rent		
Other:		
Utilities		
Heat		
Electric		
Water/Sewer		
Garbage		
Other:		
Transportation		
Car Payment		
Car Insurance		
Gas/Oil		
Car Repairs		
License Tags		
Fines		
Bus Fare		
Other:		
Childcare		
Clothing		
Food		
Groceries		
Restaurant		
Health Expenses		
Doctor		
Dentist		
Prescriptions		
Emergency		
Other:		
Education		
Tuition		
Books		
Fees		

Lead Organization: St. Luke's United Methodist Church

4851 South Apopka-Vineland Road, Orlando, FL • 407.876.4991 • www.st.lukes.org

Monthly Expenses	\$ Amt./Mo.	Notes:
Other:		
Household Supplies		
Cable TV		
Telephone		
Monthly Bill		
Long Distance		
Cell Phone		
Computer		
Internet		
Ink, paper, etc.		
Pets		
Food		
Veterinary		
Entertainment (Movies, Bowling, etc.)		
Personal (haircuts, etc.)		
Cigarettes/Alcohol		
Newspapers/Magazines		
Gifts		
Child Support		
Debt		
Student Loans		
Credit Cards		
Other:		
Other:		
Other:		
Savings		
Total Expenses		
Monthly Income	\$ Amt./Mo.	Notes:
Wages/Self-Employment		
TANF		
SSI		
Food Stamps		
Child Support		
Unemployment		
Housing Assistance		
Earned Income Tax Credit		
Total Income		
Totals	\$ Amt./Mo.	Notes:
Total Income		
Total Expenses		
Balance		

Short-Term Emergency Loan Repayment Schedule

The Circle Leader shall repay this loan according to the schedule below. In the case of extenuating circumstances (i.e., job loss or costly emergency), the Circles Staff will work with the family to revise this payment schedule.

# of months	Month	Year	Amount of Payment	Paid (check)	Balance	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

I plan to repay this loan by _____ Leader initials _____ Staff Initials _____

Send Payment to: St. Luke's UMC, Attn: Director of Finance, 4851 S. Apopka Vineland Rd., Orlando, FL 32819

Short-Term Emergency Loan Application 2018

I understand that because I am part of the St. Luke's Circles Initiative, I am eligible to apply for a Short Term Emergency Loan. This shows that the St. Luke's Circles Initiative is **committed** to me. I also understand that receiving a loan is a demonstration of **my commitment** to achieving self-sufficiency and being a contributing member of the Circles Initiative and the larger community.

I understand that the Circles Initiative determines loan requirements and agreements with each family on an individual basis. In exchange for a loan:

1. I will remain an active participant in the Circles Initiative, attending Weekly Meetings on a regular basis.
2. I will work with my Allies to keep my Budget Plan updated every three months.
3. I will inform Circles Staff if my phone number or address changes.
4. Remembering that our local Circles Initiative is a community, and that we support one another, I will reimburse the Short Term Emergency Fund, as promised, so that it will be available for other Circles families as well.

Circle Leader Information:

Name _____ Date ____ / ____ / ____

Home Phone # _____ Cell Phone # _____

Other Phone # _____ E-mail _____

Loan Information

Provide the following information about your need for applying for a Short-Term Emergency Loan:

Amount of loan requested: \$ _____ **Date Needed:** ____ / ____ / ____

Brief description of need:

How will your need be resolved with a Short-Term Emergency Loan?

Have you had a Short-Term Emergency Loan in the past? Yes No

If yes, when and for what?

Were you able to make payments according to the schedule? Yes No

If no, please explain:

Required Documents

The following documents must be submitted along with this application:

- Community Resource Checklist*
- Budget Worksheet*
- Repayment Schedule*
- Written documentation of financial need (bills, estimates, lease, etc.)

Applicant Signature

I, _____ (Printed Name), agree to make payments as recorded on the *Repayment Schedule* attached. I agree to provide all payments to St. Luke’s United Methodist Church, and allow information to be shared with my Allies, the Circles Staff, and to the Guiding Coalition Leadership Team, as needed.

Circle Leader: _____

Date: ____ / ____ / ____

By signing below, you are verifying that you are aware of the Circle Leader’s need for a loan, have discussed the STE Loan as a Matched Circle and are willing to support the Leader in reducing barriers to repayment.

Circle Ally: _____ **Date:** ____ / ____ / ____

Circles Coach: _____ **Date:** ____ / ____ / ____

Circles Coordinator: _____ **Date:** ____ / ____ / ____

FOR OFFICE USE ONLY

The following loan amount has been: **Approved**

Loan Amount \$ _____

Denied

Reason: _____

