CHILD CARE CENTRAL

85 BAGBY DRIVE

UNIVERSITY BUILDING STE. 100

BIRMINGHAM, AL 35209

TELEPHONE# (205) 941-0115 FAX# (205) 943-9393



Subsidy Application must be submitted with required copies of the following verification:

- Most recent/ consecutive check stubs (30 days of income)
- Most recent/consecutive check stubs (30 days of income) for spouse, if applicable
- Copy of Unearned Income received (SSI, SSA/Social Security Benefits, Pensions or Alimony)
- · Birth Certificates for all household members 18 years old & under
- Copy of Driver's License and/or Picture ID
- Proof of Residence in the Applicant's name (Example: Current Lease/Mortgage Statement/Current Utility Bill/Bank Statement/State or Federal Assistance Statement)
- · Current Official School Schedule (HS/GED/College/University/Trade School)
- · Legal Custody Documents/Proof of Child's Residency, if applicable
- Marriage Certificate, if applicable
- · Legal Separation or Divorce documents, if applicable
- Signed Child Care Parent Agreement
- Signed Statement of Parental Choice
- Completed Subsidy Application
- Please state on Provider Enrollment Form if a replacement TAS Card is needed if lost or stolen
- · Completed Provider Enrollment Form

*** You are responsible for making your own copies of documents/verification before submitting your subsidy packet to Child Care Central office. ***

***An incomplete application/verification may result in delaying your application process and/or will result to denial of services. ***

CHILD CARE CENTRAL CHILD CARE ASSISTANCE APPLICATION □ RE-CERT □ RE-CERTIFICATION

PARENT INFORMATION:	G LIST	B INITIAL APPLICATION	E INITIAL APPLICATION RE-CER	CE APPLICA	ICATION RE-CERTIFICATION	NOIT
Applicant's Name		SSN (Optional)		Date of Birth	7	
Married Separated Spouse Name	ne	S	Spouse SSN (Optional)	20 0 Tilling (and)	Date of Birth	Race
Residential Address		City	Col	County	State	f
Mailing Address		City	Co	County	State	
Telephone: Hm/Cell	WkCu	rrently receiving Fam	Currently receiving Family Assistance (FA) benefits? Yes	fits? Yes No		Date last FA check received
Applicant's LanguageCur	Currently in school/training? Yes	Yes No Hig	High School Student? Yes	S 1	of Sci	×.
Circle current classification: Freshman S	Sophomore Junior Senior	Highest	Highest grade completed: GED I	chool	Vocational/Trade	Tunior College
Applicant's Employer's Name			Other Employer's Name			ľ
Spouse's Employer's Name			Email:	Circle one:	2 nd Job	Other Household Member
HOUSEHOLD INFORMATION: List E	List EVERYONE living in the home including applicant, spouse and all chi	nome including applic	cant, spouse and all child	ldren.		
NAME	SSN (Optional)	DOB	RELATIONSHIP TO APPLICANT/ PARENT	WAGES (PAY) PER HOUR	HOURS WORKED PER WEEK	UNEARNED INCOME (Source, Gross Amount & How Often) SSI, Social Security, Unemployment Com
2.						ramily Assistance, Child Support. etc.
·						
5.						
6.						
NAME OF CHILD(REN) WHO NEED CHILD CARE 1.	M T W T F S	IS NEEDED F S S	Where Will Chil If Application	d Receive Care Is Approved	NAME OF	NAME OF SCHOOL CHILD ATTENDS (if applicable)
3. 4.	i amir					
6.						
I certify that the information given is true and complete to the best of my knowledge.	d complete to the best of n	ny knowledge.	Total Income:		**To be completed by CMA** Total Number in the Fa	e completed by CMA** Total Number in the Family:
Applicant Signature:		Date:	CMA Worker Signature:	Signature		7ata.
DHR-CMA-3001 (October I, 2022)	5		IVC			Date

CHILD CARE CENTRAL 85 BAGBY DRIVE UNIVERSITY BUILDING, SUITE 100 BIRMINGHAM, AL 35209

Agency Telephone Number: (205) 941-0115 FAX Number: (205) 943-9393

CHILD CARE ASSISTANCE APPLICATION

Instructions:

Please read the application carefully. Complete all sections of the application. Answer each question completely and to the best of your ability. List everyone in your household. Please print clearly.

will help us to process your case more quickly. We will only use your social security number in the administration of the Child Care child care will not be denied and services will not be withheld because you do not give us a social security number. Subsidy Program to help us verify your income, make changes in your case, and assemble research data. Your SSN may also be used in program reviews. If you do not want to give us the social security number for a member of your household, your application for The child care application asks you to give us the social security number for everyone in your household. Social security numbers

If you should choose not to give the social security number for some members of your household, you must still answer questions about his or her income and answer the other questions on this form.

Child Care Parent Agreement

Parent Name	Case ID	SALA A ANTEGRA, A

- I understand information given to the Child Care Management Agency is needed to determine
 my eligibility or continued eligibility for child care assistance. I understand all information
 given is confidential and any other use or disclosure will be made only for certain limited
 purposes allowed under State and Federal laws and regulation. Such purposes include but are
 not limited to, establishing eligibility, determining amount of assistance, and providing
 services to applicants and recipients.
- 2. I understand the submission of a social security number (SSN) is voluntary. I will not be denied services, nor will services be withheld if I choose not to provide the SSN for myself or other family members. Should I choose to submit the SSN for myself or other family member, I understand the SSN will only be used in the administration of the Child Care Subsidy program to help verify my income, make changes to my case, and assemble research data. I understand my SSN may also be used in program reviews.
- 3. I understand that any information I have given is subject to verification by an authorized representative of the Child Care Management Agency and/or the Department of Human Resources and I hereby give my permission to obtain such verification. This may involve the agency contacting child care providers, an employer, bank, school/training facility, Internal Revenue Service, Social Security Administration, Veterans Administration, Unemployment Compensation Agency, or other parties.
- 4. I understand I am not obligated to report changes. However, I may report changes that are beneficial to my family. I agree to notify the Child Care Management Agency (either verbally or in writing) within 10 calendar days of any change that occurs in:
 - Family size or composition (birth, death, child leaving or entering home)
 - My address and/or home phone number
 - My childcare needs, including hours, level (infant/toddler, preschool, before/after school)
 and amount (full-time, part-time) of care needed.
- 5. I agree to pay my childcare provider the weekly fee assessed by the Child Care Management Agency. The amount of this fee will be shown on my current Certificate of Child Care Award or Amendment to Certificate of Child Care/Notice of Action.
- 6. I understand and agree to the following policies regarding parent fee payment:
 - The full weekly parent fee is due for my child(ren) even when (s)he is absent due to sickness, vacation, or the provider is closed (approved closings only).
 - Parent fees are due on Monday for the current week and must be paid for the entire week. Parent fees will not be refunded for any partial week of service.
 - Failure to pay parent fees may result in termination from services.
 - I agree to notify this agency if my child(ren) is absent from childcare for more than 5 days.

- 7. I understand I may be required to repay the Department for any assistance received due to providing incorrect or false information or failing to provide information concerning changes in my circumstances within 10 days of the date of the change(s). A repayment agreement will be completed to recoup any overpayment.
- 8. I understand that should I knowingly give any false information or withhold any information regarding my situation, I may be liable for criminal prosecution for fraud.
- 9. I have been given a copy of the Civil Rights Pamphlet (at initial interview), and a statement of my rights and procedures for appeal. I understand that I may request a review and/or hearing within 60 days if I am not satisfied with any decision of the Child Care Management Agency.
- 10. I certify that all my children in need of child care are citizens or legal immigrants of the United States.
- 11. I certify that I am currently residing in Alabama.
- 12. I understand that my child care services are subject to termination if I give my Time and Attendance System (TAS) swipe card to my child care provider or an individual employed by the child care provider, or allow my child care provider or an individual employed by the child provider to swipe my TAS card for purposes of recording attendance.
- 13. I understand that my child care services are subject to termination if I do not use my Time and Attendance System (TAS) swipe card to record my child(ren) attendance at the child care provider.

I certify that I have read and/or had read to me all the statements on this form and I understand that I must comply with the agreements and/or certifications.

Parent Signature	Date
CMA Worker Signature	Date

STATEMENT OF PARENTAL CHOICE

, hereby certify that I have made the choice of

provider(s) to provide child care services	s for my child(ren)	
I certify that parental choice has been expany legally operating child care provider church center, a licensed family or group my home, an individual (related or unrelator any other exempt from licensure child	, including a licens o day care home, a ated) who comes to	ed child care center, an exempt relative who resides outside of my home to care for my child.
I understand that if I choose an in-home federal Fair Labor Standards Act, and between what the Child Care Manageme In addition, I understand that I am response imployer (paying employment taxes).	that I am responsent Agency pays ar	ible for paying the difference and the federal minimum wage.
I understand that I may change my chos Child Care Management Agency with wr	en child care prov itten or verbal noti	ider anytime by providing the ce.
I understand that I have the right to have a to my child care provider, and if the prov this refusal to the Child Care Managemen	vider fails to provid	de such access I should report
I have discussed my child's care with the provider charges additional rates and fees the full amount of the additional charges,	s that I am solely r	esponsible to the provider for
 Registration fees; Late pick-up fees; Any amount greater than the parental fee; and, Any other mandatory or option 		of subsidy and my assigned
I understand that these additional rates are required to pay as a condition of my child's I am not required to select a provider that of made this choice of my own free will.	s eligibility for sub	sidy. I further understand that
Parent Signature	Date	Case ID
CMA Worker Signature	Date	
HR-CMA-8006 (October 1, 2022)	and the second s	

CHILD CARE FACT SHEET

For Persons Applying For or Receiving Child Care Services

WHO IS ELIGIBLE FOR SERVICES?

You may be eligible for services if you are making your home in Alabama and are employed and/or enrolled in school/training and making no more income than is allowable (see Initial Eligibility Monthly Income Scale).

WHAT IS THE ALLOWABLE INCOME AND HOW MUCH IS THE WEEKLY FEE?

Income is gross income before taxes, social security or any other deductions are made. Regulations allow for no deductions to gross income. Family income includes wages from employment, SSI, SSA, etc. Weekly gross income is multiplied by 4.333 to compute monthly income.

WHO IS INCLUDED IN A FAMILY?

Family means the basic family unit consisting of an adult and his or her spouse (including common law), children under 18 years of age, and minor parents under 18 years of age and their children, related by blood, marriage, or adoption, who are residing in the same household. A member of this basic family unit temporarily out of the home continues to be considered as part of the family.

Considered as separate families are:

- Related persons 18 years of age or over, other than spouses, who live together.
- Unrelated persons 18 years of age or over who live together.
- Children for whom the Department of Human Resources has custody of and who are in foster care.
- Individuals under 18 years of age who are married.

INITIAL ELIGIBILITY MONTHLY INCOME SCALE AND PARENTAL FEE CHART

1.35	5.00				Wee	kly Fee Per C	Child:			
		0-100% FPL	101-110% FPL	111-120% FPL	121-130% FPL	131-140% FPL	141-150% FPL	151-160% FPL	161-170% FPL	171-180% FPL
	5.33	\$0.00	\$18.00	\$21.00	\$24.00	\$27.00	\$30.00	\$33.00	\$36.00	\$39.00
	2	\$0-1643	\$1644-1808	\$1809-1972	\$1973-2136	\$2137-2301	\$2302-2465	\$2466-2629	\$2630-2794	\$2795-2958
	3	\$0-2072	\$2073-2279	\$2280-2486	\$2487-2693	\$2694-2900	\$2901-3108	\$3109-3315	\$3316-3522	\$3523-3729
Size:	4	\$0-2500	\$2501-2750	\$2751-3000	\$3001-3250	\$3251-3500	\$3501-3750	\$3751-4000	\$4001-4250	\$4251-4500
	5	\$0-2928	\$2929-3221	\$3222-3514	\$3515-3807	\$3808-4100	\$4101-4393	\$4394-4685	\$4686-4978	\$4979-5271
Family	6	\$0-3357	\$3358-3692	\$3693-4028	\$4029-4364	\$4365-4699	\$4700-5035	\$5036-5371	\$5372-5706	\$5707-6042
压	7	\$0-3785	\$3786-4164	\$4165-4542	\$4543-4921	\$4922-5299	\$5300-5678	\$5679-6056	\$6057-6435	\$6436-6813
	>=8	\$0-4213	\$4214-4635	\$4636-5056	\$5057-5477	\$5478-5899	\$5900-6320	\$6321-6741	\$6742-7163	\$7164-7584

Note: All new applicants must enter under the Initial Eligibility Monthly Income Scale.

CONTINUING ELIGIBILITY MONTHLY INCOME SCALE AND PARENTAL FEE CHART

	in-experience	Weekly Fee Per Child:							
		181-190% FPL	191-200% FPL						
		\$42.00	\$45.00						
	2	S2959-3122	\$3123-3287						
[3	\$3730-3936	\$3937-4143						
Size	4	\$4501-4750	\$4751-5000						
ly S	5	\$5272-5564	\$5565-5857						
Family Size:	6	\$6043-6378	\$6379-6713						
E	7	\$6814-7192	\$7193-7570						
Γ	>=8	\$7585-8005	\$8006-8427						

Note: All continuing applicants must have a family income that does not exceed the \$45.00 column in order to be eligible at recertification.

INCOME CUTOFF - ENDS PARTICIPATION PRIOR TO END OF 12 MONTH ELIGIBILITY PERIOD

Family Size:	2	2 3		5	6	7	>=8
	\$4258	\$5260	\$6262	\$7264	\$8266	\$8454	\$8642

All child care programs managed by the Child Management Agency are administered in accordance with the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other federal and state civil rights laws.



PROVIDER ENROLLMENT FORM

**PLEASE COMPLETE FORM and RETURN TO CHILD CARE CENTRAL FOR THE REQUIRED ACTION:

- o SHOPPING CARD

		O,	RELEASE AND TRANSFER STATEMENT PACKET
**	PARENT NAME:		- 1.5.7.60.64.5
•	CASE ID NUMBER:		
4	ENOVIDER NAME:		
	A MO TIDEN ADDICESS:		
	ERROLEMENT DATE:		
• *•	CHILD(REN) NAME:		
	SCHOOL-AGE CHILD(REN) PLEASE SPECIFY SCHOOL SYSTEM: (EX: B'HAM CITY, JEFFERSON CO., HOMEVEY CO, PELL CITY, ST. CLAIR CO, WALKER, ETC.)		OD, HOOVER,
*** IF	FAS CARD IS NEEDED, PLEASE CIRCLE: YES OR NO		
PAREN	T SIGNATURE:DATE:		
0			



NOTICE OF CLIENT'S RIGHTS

If you are not satisfied with the action of the Child Care Management Agency because your application was denied, your application was not acted on within 30 days, or your child care services were reduced or terminated, you may take the following steps:

(1) Ask for an administrative review with the Child Care Management Agency.

Or

(2) Ask for a formal hearing. The request must be made in writing by you or your legal representative, must clearly state the reason for your complaint, and must be signed and dated by you. You may send your request to the Child Care Management Agency, who will forward it to the Department of Human Resources Administrative Hearing Office.

Who may ask for a hearing?

You or someone legally appointed to represent you may request a hearing.

How much time do you have to request a formal hearing?

Your written request must be made to the Child Care Management Agency within 60 days of the alleged offense(s). Be sure to include your current address.

What are the hearing procedures?

The State Department of Human Resources will send information about hearings to the person requesting the hearing. A representative of the State Department of Human Resources will conduct and preside over the hearing.

How do you withdraw a hearing request?

You may voluntarily withdraw the hearing request at any time prior to the resolution of the complaint by the Administrative Hearing Officer. The withdrawal must be in writing, must be signed and dated by you and must clearly indicate the reason(s) for your decision. You may send your withdrawal to the Child Care Management Agency, who will immediately forward it to the Administrative Hearing Officer.

Nondiscrimination ...

All child care programs managed by the Child Care Management Agency are administered in accordance with the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other federal and state civil rights laws.

CHILD CARE CENTRAL 85 BAGBY DRIVE, UNIVERSITY BUILDING SUITE 100 BIRMINGHAM, AL 35209 PHONE: (205) 941-0115 FAX: (205) 943-9393

ALTERNATE (CARDHOLDER AUTHO	RIZATION
		Parent Name
		Parent ID
GENERAL INFORMATION The Alabama Electronic Payment System (EPS) is Subsidy Program (Subsidy Program) for child care pof a swipe card, by the parent. The parent or their through a point-of-service (POS) device at the child Parents actively participating in the Subsidy Program alternate person. The alternate person (cardinolder) cand from the child care facility. The alternate card or acts on behalf of the child care provider.	providers registered with the designated alternate cardhold care facility. In can be issued two (2) swip an be a spouse or someone e	Subsidy Program. The system involves the use ler-document attendance by swiping their card e cards; one card for the parent and one for an less who assists the parent in taking the abild to
I. AUTHORIZATION OF ALTERNA Complete the information below to authorize issuanc attendance for your child.	ATE CARDHOLDER te of a second card for an alte	New Change rnate person (cardholder) to assist in recording
I wish to authorize the following person as an alterna	te cardholder.	
First Name:	Last Name:	
Residential Address:		
City:	State:	Zip:
Date of Birth:/	Relationship to Pare	nt:
I understand that the alternate cardholder is a understand that I am responsible for all actions/swalternate cardholder is not the child care provide provider. Signature of Parent Date	vipes made by the alternate	cardholder on my behalf I certify that the
II. NO ALTERNATE CARDHOLDER I choose not to have an alternate card issued for my Si and no alternate cardholder will be designated for my or alternate cardholder.	ubsidy Program case. I unde case.	rstand <u>no</u> alternate swipe card will be issued
Signature of Parent Date		
III. WITHDRAWAL OF ALTERNATE (I wish to remove all prior designated alternate cardho alternate cardholder's swipe card will be inactivated. child's attendance at the child care facility.	lder information from my cas	e. I understand that by signing this form the at I am solely responsible for tracking my
Signature of Parent Date		
OHR-CMA-8011 (October 1, 2022)		

Alabama

Alabama Time and Attendance System(TAS)

Parent/Cardholder Frequently Asked Questions (IAQ)

What is the Alabama TAS system?

Alabama's TAS system is a new way of reporting child care attendance. You are in charge of reporting your child's attendance by using a swipe card (looks like a deblt card) and your child care provider's card reading machine called a Point of Service (POS) device.

Who is the cardholder?

The cardholder is the parent or individual responsible for the child. Cardholders are identified in the child care case at the time eligibility is determined. The parent may designate another individual to receive a card. They are called the alternate cardholder.

Do I have to use the Alabama TAS system?

Yes. The Alabama Department of Human Resources (DHR) will pay providers only for care that is recorded through the Alabama TAS system. If you refuse to swipe the card your eligibility for child care benefits may terminate and you will be responsible for payment of any care provided.

Can I still choose any provider to care for my child?

Yes. The provider must be registered with the Child Care Management Agency (CMA), to be paid for services provided on behalf of families receiving Child Care Subsidy Program funding. If your provider is not registered with the CMA and does not participate in the Subsidy Program, you could be held responsible for payment of any care provided.

Can I use more than one provider?

Yes. However, each provider must be registered with the Child Care Management Agency (CMA).

How will my provider know that I am eligible to receive child care?

Once you choose a provider, the provider will receive copies of the approval and change notices. The notices will include the number of hours a week for which you have been approved, the maximum amount of reimbursement for care, and your co-payment amount. If you have a co-payment, you must pay your co-payment directly to your provider.

How does my swipe card work?

You will report the times your children receive care by using a swipe card and your provider's card reading device. When you swipe your card, the date and time of your child's arrival or departure is recorded.

How do I activate my swipe card?

Once you receive the card, contact the Cardholder Helpline at 1-866-960-6629 and follow the prompts to choose your 4-digit Personal Identification Number (PIN).

What happens if I am not able to report my child's attendance?

You can catch up on missing days by using the "Previous Check In", "Previous Check Out" and "Absence" process on the swipe-card device. It is important to remember you only have 10 calendar days to do this "backswipe".

Can other people drop off or pick up my child?

Yes. You may also designate some one to receive a card to use to record attendance on your behalf. However, you are responsible for ensuring accurate reporting of your child's attendance.

Can I give my card to my provider to do this reporting for me?

No. You may not give the card to your



childcare provider or anyone acting on the provider's behalf. Glving your card to a provider violates Alabama DHR policies and rules. It can result in termination of your child care benefits and your provider may be terminated from participation in the Child Care Subsidy Program.

If I have children at different providers, do I need more than one card?

No. The card will work at any provider location where your children are authorized to attend.

If I have more than one child do I need more than one card?

No. You can record the attendance for all your children with one card,

What if I forget my PIN, lose or damage my card?

To resolve issues with your swipe card or PIN, call the Cardholder Help-line at 1-866-960-6629. This telephone number is also printed on the back of your card.

What if I receive an error message on the card reading device?

Your Provider will be given a list of error messages and their meanings. If the card reading device indicates your child is not eligible, call your child care caseworker at your CMA.

FOR MORE INFORMATION PLEASE GOTO: WWW.DHR.ALARAMA.GOV

Alabama ECC

Point of Service (POS) Quick Reference Guide for the Time and Attendance System (TAS)

This Quick Reference Guide provides instructions to PARENTS and their authorized Cardinades son reporting thild care after dialice, using the TAS Point of Service device (POS)

Cardholder Functions

TIEST CHIEF VALUE VOICE	
Enter TAS Child .	Enter Child's *
Press Enler	The state of the s
Press 'S' for Absence	Dale: MANION
Enter PIN on POS: Press Enter	Please ENTER PIN
Swipe Cand	SWIPE CARD to Begin
Provider Action	POS Screen Display
ABSENCE	新型型工作等
Wait for Authorization	
Enter TAS Child . Press Enter (See : NOTE)	chier Child 17
Press '2' for Check Out	Allendance Type?
Enler PIN On POS Press Enler	Please ENTER PIN
Swipe Card	SWIPE CARD to Begin
Provider Action	POS Screen Display
CHECKOUT	P. B. Marie T. N. P.
- Wait for Authorization	
Press Enter (See * NOTE)	cuter Child Is
Press ": Ibr Check In	Allendance Type?
Enter PIN on POS Press Enter	Please ENTER PIN
Swipe Card.	SWIPE CARD to Begin

SION , Sacilative scale	Enter Child	T-AM / 2-PM Enter 7" for AM or "2" for PM	Time: HHMM (08:00) Enter HH/MM (08:00)	,	Attendance Type? Press "4" for Prev Check Out	SWIPE CARD to Begin Swipe Card	Provider Action	PREVIOUS CHECK OUT	Wait for Authorization	Enter TAS Chief (See : NOTE)	Faller 7" for AM or "2" for PM	Time HH/MM (08:00) Enter HH/MM (68:00) Press Enter		pe	SWIPE CARD to Begin Swipe Card	POS Screen Display Provider Action	PREVIOUS CHECK IN
)TE)		for PM	o)		ck Out				ā) (SIC)	for P.M	0	9	eckin			



Conduent Cardholder Call Center. 1.866.960.6629



IMPORTANT REMINDERS

Be introduced by the control of the continuence each day in the control of Do net lebes) our week could with your provider.



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ALECCTAS QRGoS17

Get Help. Give Help. One Call Makes Sense.

GET CONNECTED



Dial 2-1-1 or Call toll free 1-888-421-1266



The 2-1-1 Connects Alabama Mobile App is available for Apple and Android platforms



Visit us on the web and search our online database at www.211connectsalabama.org



Get Connected, Get Answers.



FIND HELP LOCALLY...

2-1-1 links the caller to:

- Basic Human Needs: food, clothing, sheller, rent assistance
 and utility assistance
- Physical & Mental Health: health insurance programs, Medicaid & Medicare, Intervention services, support. groups, counseling, drug & alcohol intervention, victims services, and rehabilitation.
- Employment Support: Famed Income Tax Credit (ETC), financial assistance, job training, transportation assistance, education programs, and foreclosure prevention services
- Support for Senior Citizens: adult day care, respile care, home health care, transportation, specialized services for both young and old with disabilities, employment assistance
- Support for Children, Youth, & Families: child care, after-school programs, family resource centers, mentoring, tutoring, and protective services

GET HELP DURING A CRISIS...

During a disaster such as a hurricane or tornado, a 2-1-1 Call Specialist links the caller to:

- Emergency Shelters
- ers Grief Counseling
- Food Distribution Centers
 Clean-up Crews
- State and Federall Assistance
 Potable water, ice, food
- Volunteer Opportunities
 Emergency Financial Assistance

GIVE HELP...

Get linked with a local non-profit that could benefit from your time and talents.