

<b>Independent Living Assistance Fund Service (ILAF) Guidelines</b>	
Service Definition	Funds support individuals receiving ISLA to assist with costs associated with living independently.
Agency Eligibility Requirements	Agency has supported the individual to make a reasonable and good faith effort to access all available resources for items that will meet their household needs
Individual Eligibility Requirements	<p>Individuals receiving Pre-ISLA or are new to ISLA services are eligible for Start-Up Furnishings. Individuals are eligible to access Start-Up Furnishings funding if they have received ISLA supports for less than one calendar year.</p> <p>Individuals who are existing participants of ISLA services are eligible for <b>Replacement Furnishings</b>. Individuals are eligible to access Replacement Furnishings funding after they have received ISLA supports for at least one calendar year.</p> <p>Individuals in Pre-ISLA services or those who are <b>new</b> to ISLA must have a signed lease and plan to move into their residence within 30 days.</p> <p>Funds may only be utilized for individuals whose income is limited and who are unable to purchase new or replacement items on their own. ISLA providers will support individuals with seeking all available community resources prior to accessing these funds.</p>
Caps and/or Limits	<p><b>New</b> ISLA participants, who are moving out on their own for the first time, are eligible for Start-Up Furnishings in an amount not to exceed \$2,500 (this amount includes delivery fees) and to the extent funds are available. These funds are available up to six-months after the individual’s move-in date.</p> <p><b>Existing</b> ISLA participants are eligible for an annual amount not to exceed \$1,000 (this amount includes delivery fees) and to the extent funds are available.</p> <p>ISLA providers should consult with the respective County Board regarding existing individuals who are experiencing extenuating circumstances (for example, but not limited to: fire, bed bugs, etc.) and whose needs exceed the identified caps and/or limits.</p>
Billable Activities	Agencies can bill for the purchase of eligible items as identified on the approved Alliance Checklists. ISLA staff will educate and support individuals with comparison shopping to include purchasing quality items at a fair price.
Eligible Expenses	<p><b>New</b> ISLA participants ◊ Refer to the Start-Up Furnishings Reimbursement Checklist</p> <p><b>Existing</b> ISLA participants ◊Refer to the Replacement Furnishings Reimbursement Checklist</p>
Funding Worksheets	Agencies will utilize the Start-Up Furnishings Reimbursement Checklist or the Replacement Furnishings Reimbursement Checklist to track all expenses. These forms can be downloaded from the Agency Portal.

## START-UP Furnishings Reimbursement Checklist

Individual's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Initial Purchase: \_\_\_\_\_

Date of Reimbursement Request: \_\_\_\_\_

ISLA Provider: \_\_\_\_\_

ISLA Contact Name: \_\_\_\_\_

ISLA Contact Phone Number: \_\_\_\_\_

ISLA Contact Email Address: \_\_\_\_\_

Items eligible for reimbursement are identified on this checklist.

For reimbursement: List the amount, including tax, spent (per receipts) next to each item purchased. Completed checklists and receipts must be submitted as an attachment to the invoice. All receipts must be submitted to the funding County Board within six (6) months of the earliest purchase/receipt date. The Total Payment Requested will auto calculate in the lower right hand box.

Eligible Items		Indicate Amount on Receipts	✓
Rent & Utilities (Limit \$700)	1 <sup>st</sup> month's rent		
	Utility hookup fees/deposits		
	<b>Rent &amp; Utilities Subtotal</b>	\$	
Moving Expenses (Limit \$700)	Moving truck		
	Moving boxes/packing tape/bubble wrap		
	<b>Moving Expenses Subtotal</b>	\$	
Appliances (Limit \$1,000)	Dryer (1)		
	Washer (1)		
	Microwave and Stand (1)		
	Refrigerator (1)		
	Delivery Fee (up to \$100)		
	<b>Appliances Subtotal</b>	\$	
Furniture (Limit \$1,500)	Couch or Loveseat (1)		
	Kitchen table (1)		
	Kitchen table chairs (4)		
	Recliner/Chair (1)		
	End tables (2)/Coffee table (1)		
	Lamp		
	<b>Furniture Subtotal</b>	\$	
Kitchen Items (Limit \$400)	All utensils/cutlery		
	Bakeware/cookware		
	Electric can opener		
	Dish towels/cloths		
	Dinnerware/bowls		
	Glasses/cups		
	Pots/pans/skillets		
	Food storage containers		
	Mop/bucket/broom/dust pan		
	Coffee maker (1)		
	Crock-Pot/Instant Pot/Air fryer (1)		
	Mixer/blender (1)		
	Toaster (1)		
	Trashcan (1)		
<b>Kitchen Items Subtotal</b>	\$		
General Items (Limit \$100)	Telephone (land line)		
	CO2 Detector (1)		
	Fire extinguisher (1)		
	First Aid Kit		
	<b>General Items Subtotal</b>	\$	

Eligible Items		Indicate Amount on Receipts	✓
General Items (Limit \$100)	Window treatments/blinds		
	Step stool (1)		
	Lockbox/Safe (1)		
	<b>General Items Subtotal</b>	\$	
Lawn care Items (Limit \$400)	Lawn Mower (1)		
	Trimmer/Weed eater (1)		
	<b>Lawn Care Items Subtotal</b>	\$	
Bathroom Items (Limit \$100)	Shower rod/Curtain/Hooks		
	Towels (body/face/hand)		
	<b>Bathroom Items Subtotal</b>	\$	
Bedroom Items (Limit \$1,500)	Dresser (1)		
	Mattress set (1)		
	Lamp		
	Head/Foot Board/Frame		
	Bookcase (1)		
	Bed Linens/Bed Pillows		
	Clothes Hamper/Hangers		
	<b>Bedroom Items Subtotal</b>	\$	
T.V. (Limit \$400)	T.V.		
	TV stand or wall mount		
	<b>TV Subtotal</b>	\$	

Line 1	Total all Subtotals (Do not include Moving Expenses, Rent & Utilities)	
Line 2	Proceed to next line if requesting reimbursement for Moving Expenses, Rent & Utilities	
Line 3	<b>Line 1 + 2 Total Payment Requested</b>	