

CASE RECORD & ELECTRONIC VOUCHER FORM

(modified for SJOA Conference- current as of 4/4/19)

Waukesha Store:
818 W. Sunset Drive
Waukesha, WI 53189
(262) 547-3281

Oconomowoc Store:
W359N5848 Brown Street
Oconomowoc, WI 53066
(262) 569-0761

Hours for Both Stores: Monday-Saturday 9am – 8pm; Sunday 11am – 6pm

Conference: ST JOAN OF ARC [Group Key: Wauk6671] **Date of this Contact** _____ **# Days to voucher expiration** _____

Patron: _____ **Gender** _____ **Date of Birth** _____

Additional Household Patron: _____ Gender _____ Date of Birth _____

Children: Names, genders and ages: _____

Address: _____ **Contact Phone:** _____

SJOA Visitors: _____

(Dollar amounts are shown as guides only. Show actual **Total** by category only, which can be used for anything within that category.)

APPLIANCES [Total \$ _____]

- \$100 Clothes Dryer (Electric/Gas)
- \$25 Microwave
- \$125 Refrigerator
- \$100 Stove (Electric/Gas)
- \$100 Washing Machine

CLOTHING [Total \$ _____]

- \$35 per Adult
- \$25 per Child
- \$20 Winter coat
- \$20 Seasonal per Person (hats, gloves & mittens, scarves)

\$30 DELIVERY [Total \$ _____]

ELECTRONICS [Total \$ _____]

- \$10 Blender
- \$10 Box Fan
- \$10 Coffeemaker
- \$10 Lamp
- \$10 Toaster

FURNITURE [Total \$ _____]

- \$80 Bunk Bed
- \$60 Coffee Table
- \$90 Dresser
- \$30 End Table
- \$20 Kitchen chair(each)
- \$75 Kitchen Table
- \$130 Sofa-no Sofabeds
- \$75 Upholstered Chair

HOME (Household Goods) [Total \$ _____]

- \$15 Baby Stroller
- \$8 Cooking Utensils
- \$20 Dishes
- \$25 Pack and Play
- \$15 Pots & Pans
- \$10 Silverware

LINENS [Total \$ _____]

- \$20 Linens (blankets, sheets, towels)
- \$10 Sleeping Bag
- \$20 Area rug

MATTRESSES & BOX SPRINGS [Total \$ _____]

- \$23 Twin/Full Bed Frame
- \$34 Queen Bed Frame

Individual Mattress/Box Spring

- \$58 / \$37 Twin
- \$71 / \$39 Full
- \$80 / \$43 Queen

Mattress & Box Spring Sets

- \$95 Twin – (Set+frame=\$118)
- \$110 Full – (Set+frame=\$133)
- \$123 Queen – (Set+frame=\$157)

SHOES & ACCESSORIES [Total \$ _____]

- \$10 Backpack
- \$20 Luggage/duffel bag
- \$10 per pair of Shoes
- \$15 Winter boots

SPORTING GOODS [Total \$ _____]

- \$50 Bicycle
- \$15 Tent

NOTES to put into system:

SJOA HOME VISITORS: Give a copy of this information to Joe, Gene, or Lynn. They will input the data into the Electronic System. Vouchers are usable immediately AFTER this has been input. Transmission options in order of preference: Email, phone, hand deliver, mail.

CONFIDENTIAL CASE RECORDS – OTHER OPTIONAL NOTES

MARITAL STATUS: _____

OTHERS IN HOUSEHOLD (not listed above): _____

RELIGION: _____

INITIAL CONTACT WITH SVDP AT SJOA: _____

ALL SVDP CONFERENCES CONTACTED: _____

INCOME SOURCES AND AMOUNTS:

WAGES: from _____ \$ _____ HEALTH CARE \$ _____

WAGES: from _____ \$ _____ ENERGY ASSISTANCE \$ _____

S S I: \$ _____ FAMILY / FRIENDS \$ _____

SNAP (aka food stamps) \$ _____ OTHER: _____ \$ _____

SOCIAL SECURITY \$ _____ OTHER: _____ \$ _____

MONTHLY EXPENSES:

RENT / MORTGAGE \$ _____ MEDICAL \$ _____

UTILITIES \$ _____ CHILDCARE \$ _____

PHONE \$ _____ FOOD \$ _____

CAR / TRANSPORTATION \$ _____ CLOTHING \$ _____

LOANS / PAST DUE DEBT \$ _____ OTHER: _____ \$ _____

NEEDS:

COMMUNITY RESOURCES DISCUSSED:

ACTIONS TAKEN:

OTHER NOTES:

REPORT PREPARED BY:

FOLLOW-UP NOTES AND DATES: