

CASE RECORD & ELECTRONIC VOUCHER FORM

(modified for SJOA Conference- current as of 6/8/21)

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

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

Pewaukee Store
601 Ryan Street
Pewaukee, WI 53072
(262) 243-5300

Hours for All 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: _____

SJOA HOME VISITORS: Dollar amounts are shown as guides only. Show actual **Total** by category only, which can be used for anything within that category.

Give a copy of this information to Gene. Transmission options include: Email, phone, hand deliver, mail. He will input the data into the Electronic System. Later, submit this entire case record to our designated member.

Vouchers are usable **IMMEDIATELY AFTER** this has been input. Instruct the patron to go to Customer Service to get the voucher. The patron will be provided with a printed copy of the Shopping List showing items and values allowed.

Let patrons know our conference's contact info. **Phone: (262) 263-8781. Email: stjoanconference@gmail.com**

APPLIANCES [Total \$ _____]

- \$50 Air Conditioner (window unit)
- \$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
- \$15 Winter hats, gloves & mittens, scarves

\$30 DELIVERY [Total \$ _____]

ELECTRONICS [Total \$ _____]

- \$10 Blender
- \$10 Box Fan
- \$10 Coffeemaker
- \$10 Lamp
- \$10 Toaster
- \$15 Vacuum

FURNITURE [Total \$ _____]

- \$80 Bunk Bed
- \$60 Coffee Table
- \$90 Dresser
- \$30 End Table
- \$20 Kitchen chair
- \$35 Kitchen stools
- \$75 Kitchen Table
- \$125 Loveseat
- \$130 Sofa-no Sofabeds
- \$75 Upholstered Chair

HOME [Total \$ _____]

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

LINENS [Total \$ _____]

- \$20 Area rug
- \$10 Sleeping Bag

MATTRESSES [Total \$ _____]

Bed Platform

- \$42 Twin Platform
- \$60 Full Platform
- \$66 Queen Platform

Mattress

- \$74 Twin Mattress
- \$116 Full Mattress
- \$131 Queen Mattress

Mattress and Platform

- \$116 Twin Mattress and Platform
- \$176 Full Mattress and Platform
- \$197 Queen Mattress and Platform

SHOES & ACCESSORIES [Total \$ _____]

- \$10 Backpack
- \$20 Luggage/duffel bag
- \$10 Purse
- \$10 Shoes
- \$15 Winter boots

SPORTING GOODS [Total \$ _____]

- \$50 Bicycle
- \$15 Tent

NEW ITEMS – Any item purchased by the store for resale (such as cleaning and hygiene products.) These will be invoiced to the conference at full price.

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 \$ _____

SSI: \$ _____ 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:

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FOLLOW-UP NOTES AND DATES: