



MOTHERS TRUST
FOUNDATION

400 East Illinois Road Lake Forest, Illinois 60045
847-482-9189 *phone* 847-482-9193 *fax*
service@motherstrustfoundation.org
www.motherstrustfoundation.org

Service Request GUIDELINES

Mothers Trust Foundation provides immediate assistance during times of crisis to low income children living in Lake County, Illinois. The Foundation's goal is to provide hope, build confidence, and make a positive difference in a young person's life.

ELIGIBILITY

- Requests must be submitted by social workers, counselors, court officers, or other qualified professionals who know the child and can attest to the need and benefit that will result from our assistance.
- Social service providers can complete a Service Request on behalf of any child who is age birth through 21, who will clearly benefit from help. We meet needs which cannot be met from other sources.
- Please indicate if the family has been helped by Mothers Trust Foundation in the past calendar year and provide details to explain why another request is being made.

TYPES OF SUPPORT

The Foundation will consider:

- Clothing/uniform/shoes, eyeglasses, education-related expense (NOT school supplies), such as summer school, athletic assistance, music rentals, etc. and after-school or park district programs to name a few.
- Child safety needs such as car seats, cribs; psychological or medical emergencies; transportation.
- Funds are provided for emergency situations, not for open-ended or long term needs.
- Housing expenses including rent, utilities and security deposit assistance require phone contact with our office for additional information that is required for this type of request.
- **Grants are not made for food, diapers, wipes, formula and personal hygiene items.**

GRANT PROCESS

- Service Request forms are to be completed by the social service professional.
- E-mail or FAX the request to our office to begin the grant process.
- PLEASE FILL OUT THE SERVICE REQUEST CLEARLY AND COMPLETELY
- BE SURE TO INCLUDE SUPPORTING DETAILS FOR THE CASE.

The Mothers Trust service committee meets weekly at 9:30 am on Wednesdays. Grant requests must be received by 12 PM (NOON) on Tuesday for consideration on Wednesday. Once a request has been approved and details verified, we will contact the service provider with the result of their request. Assistance is sent promptly, normally within 24 hours. Although the approval process requires that individuals and families be identified and their qualification for assistance described, the privacy of all applicants will be maintained.



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HOW TO SUBMIT A SERVICE REQUEST

1. Service Requests **MUST** be completed by a professional social worker or service agency.
2. Fill in the form completely. Each case is determined based on the information provided.
This includes listing ALL children in the family and income of the household.
 - Incomplete forms delay the case because we will need to contact you for the information.
3. Include additional information that would support your request.
4. Include documentation that verifies the need: copies of an invoice, a lease, a utility bill/shut off notice, tuition form, camp or program description, etc.
5. FAX or email the completed service request to our office. **Requests received by noon on a Tuesday will be reviewed on Wednesday at our weekly meeting.**
6. Be sure to **include your email and phone number** so we can contact you regarding the outcome of your request.

PLEASE TYPE YOUR REQUEST - OR PRINT CLEARLY!

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Making A Difference.... One Child At A Time