

**Central Ohio Area Agency on Aging (COAAA)
ARPA TITLE III Service Specifications (June 2023)**

Material Aid/ Assistance

Description:

Limited financial assistance for low-income older adults to cover the cost of housing, utilities, prescription medications, medical, dental, or vision care, or other health needs that are not covered under other programs. COAAA has the final authority on the amount and terms of aid.

Note: Applicants must also provide Housing Assistance Counseling, Financial Navigator Services, or Financial Literacy Education to be eligible for this service.

Client Eligibility:

- Age Requirement: Clients must be aged 60 or older.
- Residency: Clients must be residents of the COAAA service area (Delaware, Fairfield, Fayette, Franklin, Licking, Madison, Pickaway, Union counties).
- Clients should demonstrate a need for material aid due to economic hardship or limited resources.
- Eligibility may also be determined based on specific criteria established by the funding agency or local program guidelines.

Examples of Tasks:

- Providing essential household items such as furniture, appliances, and kitchenware.
- Distributing personal care items, including toiletries and hygiene products.
- Offering clothing, blankets, and bedding for individuals in need.
- Administering emergency rent and utility assistance payments.

Provider Requirements:

- Adequate staff and resources to deliver material aid services.
- Knowledge of community resources and partnerships for sourcing aid.
- Ability to assess client needs and provide appropriate aid.
- Ability to maintain client confidentiality and respect client rights.
- Any amount of aid over \$500 must be approved by COAAA Provider Relations Title III Specialist.

Supervision Requirements:

- Supervisors should ensure compliance with program guidelines and quality standards.
- Regular monitoring of service provision and adherence to established procedures.
- Supervisor signature required on all approved material aid/assistance.

Documentation Requirements:

- Maintain accurate client records, including demographic information and eligibility documentation.
- Document the nature and quantity of material aid provided to each client. Including:
 - Number of clients served.
 - Number of aid items distributed.
 - Amount of aid distributed to each client
 - When and how aid was administered
- Keep records of client assessments, including the identified needs and services provided.
- Document any significant changes in the client's circumstances or needs.
- Maintain confidentiality of client information in accordance with applicable laws and regulations.
- Providers are required to submit regular reports to COAAA via WellSky data collection software.

Units of Service:

Units of service may vary based on the specific program and agency guidelines.
Common units of service include:

- One unit (amount will vary)