**[Organization’s Name]**

**PC-IRU Direct Assistance Disbursement Policy & Procedures**

[ Organizations Name] PC-IRU Direct Assistant Disbursement Policy is as follows:

1. [Organizations Name] provides financial assistance under the PC-IRU program on a case-by-case basis. Financial assistance is offered to individuals with emergency needs and only to individuals/families without sponsors/supporters.
2. Per ORR policy guidelines, [ Organizations Name] will not provide financial assistance to cases who have sponsors/supporters unless there is a breakdown in the client sponsor/support relationship.
3. No more than a total of [INSERT AMOUNT HERE] per individual or [INSERT AMOUNT HERE] per case/family will be administered.
4. PC-IRU spending is recorded in the USCCB/MRS Financial Record (PC-IRU-05 Acknowledgement Receipt of Direct Assistance) and includes any receipts for purchases made on behalf of a case and will be kept in that client’s case file.
5. For each financial disbursement of PC-IRU funds, an adult member of the case acknowledges receipt of financial assistance within the PC-IRU-05 form.
6. [Organization's Name] issues direct assistance to PC-IRU clients or vendors. [Organization's Name] does not issue payments directly to sponsors/supporters.
7. If a check is issued instead of cash, a check request for emergency assistance is submitted to the [Organization's Name] finance office. Disbursement of funds will occur within five days of the request

Accrual and Accounting of funds:

As [ Organizations Name] enrolls individuals into the PC-IRU program, the affiliate office earns a per-capita amount of $285 per enrollment, which will accrue and be held in a reserve “Flex Fund” to be spent on individuals or families who are facing emergency needs.

 [Organizations Name] continuously tracks spending of $285 per capita, and staff reviews each individual's needs throughout the program to determine if emergency financial assistance is required. [ Organizations Name] only disburses payments during the 90-day program period.