



Police Instructions

Lodging and Fuel Assistance Program

The Love in Action Program is a community program designed to help meet the immediate and long-term needs of those seeking assistance for lodging and/or fuel. Local churches, resource agencies and the police department are working together to offer real solutions and opportunities for the people of Ridgecrest.

If assistance is needed, please follow the steps below:

To receive a lodging or fuel voucher:

Go to the Ridgecrest Police Department, located at:
100 W. California Ave. Ridgecrest, Ca. 93555 (760) 499-5100

- Present this card at the police department.
- Fill out Assistance Application form.
- Present valid Driver's License/Identification.
- Make an appointment with a participating church for additional assistance. *(List included with Application)*

Please Note: This card does NOT guarantee approval to receive a voucher. **If an additional night is requested, go to a participating church for assistance; the list is included in the application packet.**

Referred by: _____

Name of Church (if applicable) and referring person

Police Instructions on back

Tear off here

Please fill out and leave with referring person/church

NAME: _____

PHONE: _____

DATE: _____

Please leave this portion in the church office or with the contact person.

1. **Check** the Love in Action database for any previous assistance provided. If assistance was given within the last 8 months, please refer the applicant to a participating church for additional assistance (the Additional Assistance Form from the last page of application packet lists participating churches).
2. **Check** identification and background.
3. **Give Assistance Application** to be filled out by requesting person. Place completed application in Love in Action Binder. *Please give the Budget Form and Additional Assistance Request Forms to the person.*
4. **Determine** if applicant is eligible to receive a voucher.
5. **Call motel**—check for room availability **BEFORE** issuing a motel voucher.
6. **Issue voucher** and appropriate Blessing Bag with food. Fill out voucher and stub completely.
7. **Provide a blessing bag** to recipient. *If recipient needs a bus ticket, please use the blessing bag that includes bus tickets for those in transient status.*

For further instructions and follow up please refer to the **Love in Action Procedure Manual**.