

Hartford Larrabee Fund Association

P.O. Box 370585
West Hartford, CT 06137

March 13, 2019

Friends and partners,

I write tonight to let you know that we have been having some challenges with applications. It appears that a few bad apples, who have attempted to defraud us, have forced us to change the application form and process. I hate to ask it of you, but the Board is distressed enough that it is requiring a few changes.

On our website are new forms which will be required for all applications submitted after March 15, that is, for the April meeting. Please read the requirements carefully, as we will not, for the most part, notify you to correct your applications before the meeting. Remember, we only serve those who live in the City of Hartford. Applications for those living outside the city may be eligible for assistance from the Greater Hartford Larrabee Fund Association. We do not use the same application forms either.

Please make sure that your applications are complete, that the checklist is included, and that you have verified the landlord information if you are asking for rent or security deposit assistance. I would rather spend 10 minutes on the phone before the deadline than have your client denied because of a technical error or omission. Please take note of the deadline calendar which is a pdf file on our front page under Fund News. We do not accept late applications.

This month, I had a landlord contact me directly to contest some information. This occurred because the case manager forwarded an email I sent to the case manager - to the landlord! I would say that our communications are confidential and expected to remain so. We don't use encrypted software because we rely on your professionalism. You work with your clients and we work with you. We do not accept applications from individuals.

Please make sure that we have an up to date Organization Information form. It needs to be submitted yearly, and updated as necessary. If you are no longer in the position which works with these kinds of clients, please forward this to the appropriate person in your organization.

If you have any questions or concerns, feel free to email or text me or contact another member of the Board. We continue to serve the people of the City of Hartford in partnership with you. Thank you for the work that you do.

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