

FLEX SPENDING SERVICE GUIDE

This Service Guide outlines the available services, vendors, and appropriate workflows to enter Service Requests in Clara. We acknowledge that some services require extra steps and more information in order to enter them into Clara, and we hope this Service Guide will make the process easier for you by outlining the steps and information needed to enter a request.

If you have any questions, please feel free to call the C3CAP team at (503) 345-6732 or email c3cap@projectaccessnow.org.

1. TRAINING/EDUCATION

Chronic Disease Management & Prevention

Vendor	Contact Info	Special Instructions
Providence Health Education Services	Fax: (503) 2116-2039 Email: ORREGHealthEducation@providence.org	Send copy of the voucher by fax or secure email to confirm registration. Client does not need to present voucher at time of class.
YMCA Diabetes Prevention Program	Phone: (503) 862-4031	Make sure client meets eligibility requirements before proceeding. If client meets requirements, complete YDPP's Intake Form. Print and submit with voucher to vendor at time of service.

Gym/Community Center Membership

Vendor	Contact Info	Special Instructions
Portland Parks & Recreation – Gift Certificate	Phone: (503) 345-6732	To be used to request Gift Certificates that will be used for gym/community center membership. Indicate in the survey the amount needed for the gift certificate. Project Access NOW will purchase the gift certificate online and will send you a copy. It is your responsibility to distribute the gift certificate to your client.

Project Access NOW	Phone: (503) 345-6732	Select Project Access NOW as a vendor if no other contracted vendor meets your needs. It is your responsibility to contact the gym/community center and verify that available memberships fit your client's needs, as well as information regarding how to provide payment. Once you enter the request, please contact C3CAP to begin processing the request.
Salvation Army Moore Street	Phone: (971) 340-4010 Address: 5325 N Williams Avenue, Portland, OR 97217	The Salvation Army – Moore Street offers a monthly membership to their community center and classes for \$25/month. Please print voucher and give to client. Client will submit to Salvation Army – Moore Street for membership.
Tualatin Hills Parks & Recreation District	Phone: (503) 645-6433 Address: 15707 SW Walker Road Beaverton, OR 97006 Email: eowens@thprd.org	This service is used to refer a client to Tualatin Hills Parks & Recreation District to receive a pass to their facilities. Email voucher to THPRD. THPRD will contact client to inform them of their new pass. If client does not live in district, a 25% premium will be added to the total.

Summer Camps & Classes

Vendor	Contact Info	Special Instructions
Portland Parks & Recreation – Gift Certificate	Phone: (503) 345-6732	To be used to request Gift Certificates that will be used for summer camps or classes. Indicate in the survey the amount needed for the gift certificate. Project Access NOW will purchase the gift certificate online and will send you a copy. It is your responsibility to distribute the gift certificate to your client.
Project Access NOW	Phone: (503) 345-6732	Please enter information regarding the vendor, and the specific class dates and/or class codes. It is your responsibility to locate classes and make sure client is registered for all classes/camps. C3CAP will only be facilitating payment. Client must be registered for the camp/class in order for C3CAP to provide payment, unless vendor specifies otherwise.

Self Help/Support

Vendor	Contact Info	Special Instructions
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Project Access NOW	Phone: (503) 345-6732	Please provide a detailed explanation of the type of assistance you are requesting, including vendor, expected cost, etc. It is your responsibility to locate assistance and register client. C3CAP will only be facilitating payment. You will be notified once your request has been processed.
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Weight Management

Vendor	Contact Info	Special Instructions
Project Access NOW	Phone: (503) 345-6732	Include a detailed explanation of the type of assistance you are requesting, including vendor information and expected cost. It is your responsibility to contact the desired vendor and verify the availability of weight management class or other type of support.

2. CARE COORDINATION, NAVIGATION, OR CASE MANAGEMENT ACTIVITIES

Interpretation

Vendor	Contact Info	Special Instructions
Linguava	Phone: (503) 265-8515	Call Linguava to schedule service. Inform Linguava that you are scheduling an interpreter for Project Access NOW – C3CAP. Our Linguava Client ID # is 14531.

3. HOME/LIVING ENVIRONMENT ITEMS OR IMPROVEMENTS

Cell Phone

Vendor	Contact Info	Special Instructions
Project Access NOW	Phone: (503) 345-6732	This service can be used in two ways: 1.) To track the distribution of prepaid phones/minute cards that have been given to client from bulk supply. Bulk orders of cell phones can be placed by Super Users through c3cap.org using the "Order Supplies" form.

		2.) To request prepaid phone/minute card for client. C3CAP will mail the phone/minute card to the address provided in the request.
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Cleaning

Vendor	Contact Info	Special Instructions
Helping Hands Cleaners	Phone: (503) 756-3167 Email: darin@hhcleaners.org	Call vendor to arrange desired services and complete survey with scheduled date, time, and cost. Hand voucher to client to give to vendor or email voucher to vendor directly. *Vendor does not do biohazard cleanups.*
Pegasus Moving & Cleaning	Phone: (503)308-9430 Email: admin@pegasuspdx.org	Contact Pegasus Moving & Cleaning to schedule an assessment. Coordinate the assessment with Pegasus and the client, and once it's completed, they will send you an estimate. Once you have received the estimate, scheduled the services, please submit the service request. CLARA will provide you with a voucher, which you should send via email to Pegasus at admin@pegasuspdx.org.

Clothing/Shoes

Vendor	Contact Info	Special Instructions
Gift Card	N/A	To be used to request Gift Cards that will be used for clothing and/or shoes. Project Access NOW can send a generic Visa Gift Card or can procure gift cards from a specific vendor. E-gift cards are available through some vendors.
Project Access NOW	Phone: (503) 345-6732	Select Project Access NOW as a vendor if no other clothing/shoes vendor meets your needs. It is your responsibility to contact the desired vendor and confirm the availability of requested items, as well as gather information regarding how to provide payment. Include exact item names or link to items in survey.
Target	Website: www.target.com	Look up items on behalf of your client using Target's website and record the details. Copy the name of each item directly from Target and paste in appropriate field. Please indicate sizes for clothing. Please note that some items on Target's website are only available in-store, and some are only available to order online. If someone will be picking up the items in person, they will need to present valid ID at the store.

Home Equipment & Repairs

Vendor	Contact Info	Special Instructions
Gift Card	N/A	To be used to request Gift Cards that will be used for home equipment and repairs. Project Access NOW can send a generic Visa Gift Card or can procure gift cards from a specific vendor. E-gift cards are available through some vendors.
Home Depot	Website: www.homedepot.com	You will look up items on behalf of your client using the vendor's website and record the details. Copy the name of each item directly from the website and record in the appropriate field. Specify item quantity and any other necessary details. If someone will be picking up items from the store, make sure to select "Check Store Inventory" to confirm that your items are available at the store you have chosen.
Lowe's	Website: www.lowes.com	
Project Access NOW	Phone: (503) 345-6732	Select Project Access NOW as a vendor if no other Home Equipment & Repairs vendor meets your needs. It is your responsibility to contact the desired vendor and confirm the availability of requested items, as well as gather information regarding how to provide payment. Include exact item names or link to items in survey.

Home Support/Services

Vendor	Contact Info	Special Instructions
Helping Hands Home Care	Phone: (503) 239-8000 Fax: (503) 257-0911	Call vendor to arrange desired services and complete survey with scheduled date, time, and cost. Hand voucher to client to give to vendor or fax voucher to vendor directly. Services can include: light housekeeping, laundry and linen changes, assistance with daily living activities, meal planning and preparation, transportation and escorting to appointments, shopping and errands, pet and plant care, grooming/person hygiene, transferring and mobility assistance, and other services.

Household Furniture & Furnishings

Vendor	Contact Info	Special Instructions
Amazon	Website: www.amazon.com	You will create a wishlist on behalf of your client using Amazon's website, logging in using the provided credentials.
Community Warehouse	Website: www.communitywarehouse.org/program-access-fee	Before entering request, you will need to schedule an appointment for your client to access the Community Warehouse. C3CAP will provide

		payment online. Indicate whether payment is needed for Program Access Fee Only, Delivery Fee Only, or Program Access Fee Plus Delivery Fee.
Project Access NOW	Phone: (503) 345-6732	Select Project Access NOW as a vendor if no other Household Furniture & Furnishings vendor meets your needs. It is your responsibility to contact the desired vendor and confirm the availability of requested items, as well as gather information regarding how to provide payment. Include exact item names or link to items in survey.
Target	Website: www.target.com	Look up items on behalf of your client using Target's website and record the details. Copy the name of each item directly from Target and paste in appropriate field. Please note that some items on Target's website are only available in-store, and some are only available to order online. If someone will be picking up the items in person, they will need to present valid ID at the store.

Oral Hygiene

Vendor	Contact Info	Special Instructions
Amazon	Website: www.amazon.com	You will create a wishlist on behalf of your client using Amazon's website, logging in using the credentials provided in Clara.
Gift Card	N/A	To be used to request Gift Cards that will be used for oral hygiene. Project Access NOW can send a generic Visa Gift Card or can procure gift cards from a specific vendor. E-gift cards are available through some vendors.
Target	Website: www.target.com	Look up items on behalf of your client using Target's website and record the details. Copy the name of each item directly from Target and paste in appropriate field. Please note that some items on Target's website are only available in-store, and some are only available to order online. If someone will be picking up the items in person, they will need to present valid ID at the store.

Personal Care Kit

Vendor	Contact Info	Special Instructions
Project Access NOW	Phone: (503) 345-6732	You will need to communicate if your client needs a duffel bag, its size (17", 19", or 20"), and preferred color; a hygiene kit for a male, female, or infant; and/or a blanket, its size (throw or twin), and preferred color.

Sensory Items

Vendor	Contact Info	Special Instructions
Amazon	Website: www.amazon.com	You will create a wishlist on behalf of your client using Amazon's website, logging in using the provided credentials.
Project Access NOW	Phone: (503) 345-6732	Select Project Access NOW as a vendor if no other Sensory Items vendor meets your needs. It is your responsibility to contact the desired vendor and confirm the availability of requested items, as well as gather information regarding how to provide payment. Include exact item names or link to items in survey.
Target	Website: www.target.com	Look up items on behalf of your client using Target's website and record the details. Copy the name of each item directly from Target and paste in appropriate field. Please note that some items on Target's website are only available in-store, and some are only available to order online. If someone will be picking up the items in person, they will need to present valid ID at the store.

Supplies

Vendor	Contact Info	Special Instructions
Amazon	Website: www.amazon.com	You will create a wishlist on behalf of your client using Amazon's website, logging in using the credentials provided in Clara.
Gift Card	N/A	To be used to request Gift Cards that will be used for general supplies. Project Access NOW can send a generic Visa Gift Card or can procure gift cards from a specific vendor. E-gift cards are available through some vendors.
Project Access NOW	Phone: (503) 345-6732	Select Project Access NOW as a vendor if no other Supplies vendor meets your needs. It is your responsibility to contact the desired vendor and confirm the availability of requested items, as well as gather information regarding how to provide payment. Include exact item names or link to items in survey.
Target	Website: www.target.com	Look up items on behalf of your client using Target's website and record the details. Copy the name of each item directly from Target and paste in appropriate field. Please note that some items on Target's website are only available in-store, and some are only available to order online. If someone

		will be picking up the items in person, they will need to present valid ID at the store.
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4. TRANSPORTATION

Air Fare

Vendor	Contact Info	Special Instructions
Project Access NOW	Phone: (503) 345-6732	Indicate preferred departure date and time range. If there is a specific flight that you have already found for your client, include the details in the Notes/Comments box; otherwise, C3CAP Support will choose flight and email ticket to you to distribute to your client.

Ambulance

Vendor	Contact Info	Special Instructions
American Medical Response Northwest, Inc.	Phone: (503) 239-0389	Contact vendor and schedule trip for client. Print voucher and give to client to submit to vendor at time of service.
B&R Medical Transport, WC & Gurney	Phone: (541) 497-6009	
Community Ambulance	Phone: (503) 241-7283	
Metro West	Phone: (503) 648-6658	

Gas Cards

Vendor	Contact Info	Special Instructions
Shell	N/A	Project Access NOW will purchase gas card with the dollar amount indicate in the survey, and send to address indicated. We can also add value to cards previously provided.

Greyhound Bus

Vendor	Contact Info	Special Instructions
Greyhound	Website: www.greyhound.com	Consult Greyhound website and record client's destination, departure station, date, and time. Project Access NOW will call to purchase the ticket and email you the client's confirmation number that will be required when the ticket is picked up at the departure station. If the client does not have valid ID,

		we will provide a password along with the confirmation number.
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Local Bus Ride

Vendor	Contact Info	Special Instructions
The Wave/Tillamook Bus	Website: www.tillamookbus.com	Visit website to view list of bus stations. Print voucher and give to client to submit to driver at the time of service.
Trimet	N/A	Select this service to record the distribution of passes that have been given to the client. Bulk orders of bus passes can be placed by Super Users through c3cap.org using the "Order Supplies" form.

Long Distance Bus Ride

Vendor	Contact Info	Special Instructions
The Point	Phone: (206) 438-8339	The NorthWest POINT provides transportation between Astoria and Portland (9 stops). The Cascades POINT provides transportation between Portland and Eugene (7 stops). C3CAP will purchase the ticket and email ticket to you.

Paratransit

Vendor	Contact Info	Special Instructions
Green Shuttle for Wheelchairs	Phone: (503) 234-1414 Website: www.portlandgreencabtaxishuttle.com/wheel_chair_accessible_portland_taxi_cab_services.htm	This service is by reservation only and must be reserved by calling vendor or filling out form on their website. Dispatch will confirm your reservation. If you do not get a confirmation email or phone call from dispatch then your reservation has not been scheduled and you must call. Print voucher and give to client to submit to vendor at time of service.
Trimet Lift	Phone: (503) 963-8200 Website: https://trimet.org/lift/lifteligibility.htm	Trimet Lift is only available to individuals that have completed the application process. Process can take up to 3 weeks. Visit website for more information. If client has been approved, contact vendor and schedule ride on behalf of your client. Rides can be scheduled up to 7 days in advance and must be scheduled no later than 5 pm for the following day. Client must present a Trimet bus ticket at time of service. Use this service to record the distribution of passes given to client. Bulk orders of bus passes can be placed by Super Users through c3cap.org using the "Order Supplies" form.

Secure Transportation

Vendor	Contact Info	Special Instructions
Mountain Retreat	Phone: (503) 666-9895	Contact vendor and schedule trip for client. Print voucher and give to client to submit to vendor at time of service.
NW Regional Secure Transport	Phone: (503) 348-4907	
Secure Transport	Phone: (541) 912-1334	

Taxi Cab Ride

Vendor	Contact Info	Special Instructions
Broadway Cab	Phone: (503) 333-3333	Contact vendor and schedule trip for client. Print voucher and give to client to submit to vendor at time of service.
Care More Cab	Phone: (541) 499-6600	
Gorge Yellow Cab	Phone: (541) 308-3383	
Metro Medical Taxi	Phone: (541) 773-6665	
New Green Cab	Phone: (503) 234-1414	
Radio Cab	Phone: (503) 227-1212	
Willamette Valley Transport	Phone: (503) 569-7070	

Train Ride

Vendor	Contact Info	Special Instructions
Amtrak	Website: www.amtrak.com/home	Consult Amtrak's website and select the desired destination and departure time. C3CAP will purchase ticket and email it to you. Print ticket and give to client.

Wheelchair/Gurney

Vendor	Contact Info	Special Instructions
B&R Medical Transport, WC & Gurney	Phone: (541) 497-6009	Contact vendor and schedule trip for client. Print voucher and give to client to submit to vendor at time of service.
Community Ambulance	Phone: (503) 241-7283	
Mobile Care, WC & Gurney	Phone: (541) 664-2114	
Net Care	Phone: (541) 770-2922	

6. HOUSING SUPPORTS

Hotel/Motel

Vendor	Contact Info	Special Instructions
6 th Avenue Motel	Phone: (503) 226-2979 Address: 2221 SW 6 th Avenue, Portland, OR 97201	Not pet friendly. Client must have ID. Print voucher and give to client to submit to vendor at time of service.
Beaverton Budget Inn	Phone: (503) 646-2158 Address: 13295 SW Canyon Road, Beaverton, OR 97005	Pet friendly, dogs only. Will accept voucher for ID. Print voucher and give to client to submit to vendor at time of service.
Best Value Inn	Phone: (503) 777-4786 Address: 3310 SE 82 nd Avenue, Portland, OR 97266	Pet friendly. Must have ID. Print voucher and give to client to submit to vendor at time of service.
Best Western Newberg Inn	Phone: (503) 537-3000 Address: 2211 Portland Road, Newberg, OR 97132	Pet friendly. Voucher accepted as ID. Print voucher and give to client to submit to vendor at time of service.
Best Western Sandy Inn	Phone: (503) 668-7100 Address: 37465 Highway 26, Sandy, OR 97055	Pet friendly. Accepts voucher as ID if user calls ahead to inform that client does not have ID. Print voucher and give to client to submit to vendor at time of service.
Budget Lodge/Milwaukie Inn	Phone: (503) 659-2125 Address: 14015 SE McLoughlin Boulevard, Milwaukie, OR 97267	Pet friendly. Must call to reserve for dogs. Must have ID. Print voucher and give to client to submit to vendor at time of service.
Cascade Inn	Phone: (541) 292-1803 Address: 816 N Riverside Avenue, Medford, OR 97501	Pets accepted if pet friendly room is available. Call ahead. Voucher accepted as ID. Print voucher and give to client to submit to vendor at time of service.
Days Inn	Phone: (503) 289-1800 Address: 9930 N Whitaker, Portland, OR 97217	No pets allowed. Will accept voucher as ID if user calls ahead to inform that client does not have ID. Print voucher and give to client to submit to vendor at time of service.
Econo Lodge – Hillsboro	Phone: (503) 640-4791 Address: 622 SE 10 th Avenue, Hillsboro, OR 97123	No pets. Service animals allowed. Photo ID required. Print voucher and give to client to submit to vendor at time of service.

Econo Lodge Southeast Milwaukie	Phone: (503) 654-2222 Address: 17330 SE McLoughlin Boulevard, Milwaukie, OR 97267	No pets allowed. Voucher accepted as ID if user calls ahead to inform that client does not have ID. Print voucher and give to client to submit to vendor at time of service.
Golden Knight	Phone: (503) 665-9127 ext. 0 Address: 750 E Powell, Gresham, OR 97030	Pet friendly. Accepts voucher as ID if user calls ahead to inform that client does not have ID. Print voucher and give to client to submit to vendor at time of service.
Holiday Motel	Phone: (503) 285-3661 Address: 8050 NE Martin Luther King Jr Boulevard, Portland, OR 97211	Pet friendly. Small dogs only. Will accept voucher as ID if user calls ahead to inform that client does not have ID. Print voucher and give to client to submit to vendor at time of service.
Lone Pine Motel	Phone: (503) 387-8882 Address: 2429 Cascade Avenue, Hood River, OR 97031	Only service and hypoallergenic dogs allowed. Voucher accepted as ID. Print voucher and give to client to submit to vendor at time of service.
Project Access NOW	Phone: (503) 345-6732	Select Project Access NOW as a vendor if no other Hotel/Motel vendor meets your needs. It is your responsibility to contact the desired vendor and confirm availability. Project Access NOW will contact the vendor to book the stay and provide payment.
Ranch Inn	Phone: (503) 246-3375 Address: 10138 SW Barbur Boulevard, Portland, OR 97219	Accepts pets for 1 night only. Accepts voucher as ID. Print voucher and give to client to submit to vendor at time of service.
Rodeway Inn & Suites	Phone: (503)297-2211 Address: 10207 SW Park Way. Portland, OR 97225	Client must have ID, no pets, all rooms are nonsmoking. Print voucher and give to client to submit to vendor at time of service.
Travelodge	Phone: (503) 537-5000 Address: 2816 Portland Road, Newberg, OR 97132	Some pet friendly rooms available. Client must have ID. Print voucher and give to client to submit to vendor at time of service.
Westcliff Lodge	Phone: (503) 386-2992 Address: 4070 Westcliff Drive, Hood River, OR 97031	Print voucher and give to client to submit to vendor at time of service.
Muck Out		

Vendor

Helping Hands Cleaners	<p>Phone: (503) 756-3167</p> <p>Email: darin@hhcleaners.org</p>	<p>Call vendor to arrange desired services and complete survey with scheduled date, time, and cost. Hand voucher to client to give to vendor or email voucher to vendor directly.</p> <p><i>*Vendor does not do biohazard cleanups.*</i></p>
Pegasus Moving & Cleaning	<p>Phone: (503)308-9430</p> <p>Email: admin@pegasuspdx.org</p>	<p>Contact Pegasus Moving & Cleaning to schedule an assessment. Coordinate the assessment with Pegasus and the client, and once it's completed, they will send you an estimate. Once you have received the estimate, schedule the services, fill out this survey and submit the service request. CLARA will be provide you with a voucher, which you should send via email to Pegasus at admin@pegasuspdx.org.</p>
<p>Recovery Housing Program (Clean & Sober)</p>		
<p>Vendor</p>		
Fairhaven House 1 – Men's Home Portland	<p>Phone: (503) 995-9023</p> <p>Address: 20 SW 97th Avenue, Portland, OR 97225</p>	<p>Contact vendor to determine availability and appropriateness for your client. Facility may require additional paperwork and/or screening. Print voucher and give to client to submit to vendor at time of service.</p>
Fairhaven House 2 – Men's Home Beaverton	<p>Phone: (503) 995-9023</p> <p>Address: 17937 SW Brisk Lane, Beaverton, OR 97007</p>	<p>Contact vendor to determine availability and appropriateness for your client. Facility may require additional paperwork and/or screening. Print voucher and give to client to submit to vendor at time of service.</p>
Fairhaven House 3 – Women's Home Beaverton	<p>Phone: (503) 995-9023</p> <p>Address: 11425 SW Bel Aire Lane, Beaverton, OR 97008</p>	
Fairhaven House 4 – Men's Home Beaverton	<p>Phone: (503) 995-9023</p> <p>Address: 14295 SW Lisa Lane, Beaverton, OR 97005</p>	
Fairhaven House 5 – Women and Children's Home	<p>Phone: (503) 995—9023</p> <p>Address: 11950 SW Blackeney Court, Beaverton, OR 97007</p>	
Fairhaven House 6 – Men's Home Portland SE 150th	<p>Phone: (503) 995-9023</p>	

	Address: 3745 SE 150 th , Portland, OR 97236	
Fairhaven House 7 – Scappoose	Phone: (503) 995-9023 Address: 33390 SW Rogers Road, Scappoose, OR 97056	
Fairhaven House 8 – Men’s Home Beaverton	Phone: (503) 995-9023 Address: 4282 SW Highgate Terrace, Beaverton, OR 97007	
Fairhaven House 9 – Men’s Home Tigard	Phone: (503) 995-9023 Address: 10975 SW Park Street, Tigard, OR 97223	
Fairhaven House 10 – Men’s Home Vancouver	Phone: (503) 995-9023 Address: 1714 NE 72 nd Circle, Vancouver, WA 98665	
Fairhaven House 11 – Men’s Home Portland SW Delmont	Phone: (503) 995-9023 Address: 975 SW Delmont Street, Portland, OR 97225	
Fairhaven for Women	Phone: (503) 995-9023 Address: 3455 NW 178 th Avenue, Portland, OR 97229	
Fresh Start Recovery Homes	Phone: (503) 713-7222	
House of Hope	Phone: (503) 475-2868 Address: 18125 SW Alexander Street, Beaverton, OR 97006	
Just Us Recovery Homes	Phone: (503) 547-3128 Address: 1105 Gales Creek Road, Forest Grove, OR 97116	
Transitions for Women	Phone: (503) 369-9332 Address: 527 SE Baseline Street, Suite G, Hillsboro, OR 97123	

Recuperative Care Program		
Vendor		
Central City Concern	Phone: (503) 290-9022 Address: 232 NW 6 th Avenue, Portland, OR 97209	Contact RCP to perform an intake evaluation for the client. Survey should only be filled out after RCP has completed intake evaluation and accepted client into the program. Project Access NOW will provide voucher to RCP.
Rental Assistance		
Vendor		
Project Access NOW	Phone: (503) 345-6732	C3CAP will send check to landlord. Indicate to whom the check should be made out, as well as the address to remit payment.
Shelter		
Vendor		
City Team Ministries	N/A	Select this service to record the distribution of shelter passes that have been given to the client. Bulk orders of shelter passes can be placed by Super Users through c3cap.org using the "Order Supplies" form.
Supportive Moving & Hauling Services		
Vendor		
All-America Moving	Phone: (503) 232-6683 Website: http://moverportlandoregon.com/	Contact vendor to schedule services for your client. Print voucher and give to client to submit to vendor at time of service.
Pegasus Moving & Cleaning	Phone: (503)308-9430 Email: admin@pegasuspdx.org	Contact Pegasus Moving & Cleaning to schedule an assessment. Coordinate the assessment with Pegasus and the client, and once it's completed, they will send you an estimate. Once you have received the estimate, schedule the services, fill out this survey and submit the service request. CLARA will provide you with a voucher, which you should send via email to Pegasus at admin@pegasuspdx.org .
Supportive Moving Services of Oregon	Phone: (503) 305-4923	Visit vendor website for more information and use survey to select the type of services needed. Print

	Website: http://www.supportiveservicesmoving.org/	voucher and give to client to submit to vendor at time of service.
Utility Assistance		
Vendor		
Project Access NOW	Phone: (503) 345-6732	Indicate which utility provider payment is needed for, as well as the client's account number, payment amount, and service address.

7. ASSISTANCE WITH FOOD OR SOCIAL RESOURCES

Food Delivery

Vendor	Contact Info	Special Instructions
Amazon Food	Website: primenow.amazon.com	Visit Amazon's Prime Now website and log in using the credentials provided. Fill a shopping cart on behalf of your client and C3CAP will purchase items once request is submitted. Choose only one store from which to purchase items. Total price of order must be minimum of \$30 in order to be eligible for Prime Now delivery. Indicate delivery time in Clara. If the order includes perishables, client must be home to receive delivery.

Meal Services

Vendor	Contact Info	Special Instructions
Meals on Wheels	Phone: (503) 953 - 8111 Email: panow@mowp.org	Meals on Wheels services must be requested for 30 days or more. An Intake Form will always need to be completed and emailed to Meals on Wheels. Intake Form is located in Support section of c3cap.org . Meals on Wheels will contact client directly when Intake Form is received. A voucher must be submitted to Meals on Wheels for all clients.
Sisters of the Road	N/A	Select this service to record the distribution of meal coupons that have been given to the client. Bulk orders of meal coupons can be placed by Super Users through c3cap.org using the "Order Supplies" form.

8. OTHER

Other Assistance

Vendor	Contact Info	Special Instructions
Project Access NOW	Phone: (503) 345-6732	Select Other Assistance when no other service or vendor meets your needs. Provide as much information as possible regarding the assistance needed, vendor, payment, etc.

Visa Gift Cards

Vendor	Contact Info	Special Instructions
Project Access NOW	Phone: (503) 345-6732	Use this service to request gift cards for purposes that do not fall under any other category. C3CAP can send a generic Visa Gift Card or can procure gift cards from a specific vendor. E-gift cards are available through some vendors.