



Southington Community Services
91 Norton Street

Plantsville, CT 06489
(860)-628-3761

Annual Report
July 1, 2012 to June 30, 2013

The mission statement of Southington Community Services (SCS) is:
To assist and empower Southington residents.

Southington Community Services (SCS) is located in the old Milldale Firehouse #3 at 91 Norton Street in the Plantsville section of Southington. SCS hours of operation are from 8:30 a.m. to 4:30 p.m., Monday through Friday. The office is also available for emergency services after hours and on weekends through the Southington Police and Fire Departments. The office is staffed by three full time employees, four seasonal employees, and over 50 volunteers.

Full time employees: Janet Mellon (mellonj@southington.org)
Mark Fazzolari (fazzolarim@southington.org)
David (Harry) Harrington (harringtond@southington.org)

The volunteer hours donated during the past year are estimated to be worth more than \$200,000 of services to the town. Below is a breakdown of the reported volunteer hours:

Month	Volunteer Hours
Jul-2012	1077.5
Aug-2012	1345.3
Sep-2012	1176.8
Oct-2012	1299.5
Nov-2012	1346.0
Dec-2012	1998.8
Jan-2013	1229.3
Feb-2013	873.3
Mar-2013	1124.0
Apr-2013	1411.7
May-2013	1968.8
Jun-2013	1065.0
Total	15,915.7
Average	1,326.3

Volunteering at Southington Community Services classes are held twice yearly and manuals are provided to each volunteer. The manual contains information on every function of our department and all the volunteer opportunities and duties. This assures that all volunteers are knowledgeable of our procedures, policies and practices.

SCS Logo

A town-wide logo contest for Southington Community Services was held this year and the winners were Andy Geremia and Susan Larson. Our new logo, shown below, will be painted on our van and will appear on all our outgoing correspondence.



PowerPoint Presentation: STEPS (Southington's town-wide efforts to promote success) volunteer, Dan Connolly, created a 9 ½ minute PowerPoint presentation for our office. When consumers are waiting to be seen, they can watch part of this presentation, which details many services that are available to Southington residents from our office and other Southington organizations.

Three funds were established for SCS:

- **Their Vision:** This fund was established at the Community Foundation of Greater New Britain (www.cfgnb.org) by Janet Mellon, Kaye Davis and Teri Javier to honor Kathy Reinhard, Peter Veronneau and Stuart Estra for all they have done and continue to do for the Southington Community.
Fund balance as of June 30, 2013: \$17,787
- **Inside Rebecca's Bag:** This fund was established at the Main Street Community Foundation (www.mainstreetfoundation.org) to honor Rebecca Michlin for the way she improved the school programs sponsored by SCS.
Fund balance as of June 30, 2013: \$13,185
- **Kristen's Wishes:** This fund was established at the Main Street Community Foundation (www.mainstreetfoundation.org) in memory of Kristen Warner.
Fund balance as of June 30, 2013: \$12,741

These funds are available for our office to use for scholarships, back-to-school programs, and emergency needs. So far no funds have been expended from these funds as all monies needed were available from other sources. It is our plan for these funds to become self-perpetuating.

SCS Food Pantry: SCS is also in partnership with Foodshare (www.foodshare.org)

Month	Meals Per Month	Total Visits to Food Pantry Per Month	Unduplicated Number of Families	Unduplicated Household Members	Pounds of Food Purchased or Donated*
Jul-2012	24,868	858	350	895	21,325.3
Aug-2012	28,321	976	396	1,023	17,151.1
Sep-2012	27,029	934	377	977	20,817.5
Oct-2012	32,366	1,114	417	1,071	27,414.4
Nov-2012	28,523	989	399	1,018	34,691.8
Dec-2012	27,082	941	418	1,060	6,495.5
Jan-2013	29,320	1,017	412	1,057	13,914.6
Feb-2013	26,168	909	388	972	14,140.0
Mar-2013	30,676	1,062	425	1,120	26,257.6
Apr-2013	30,475	1,067	420	1,063	37,787.9
May-2013	32,686	1,131	429	1,096	32,244.8
Jun-2013	28,939	1,001	414	1,054	32,015.1
Total	346,453	11,999	4,845	12,406	284,255.6
Average	28,871	1,000	404	1,034	23,688.0

*We did not start weighing all the food donated until March of 2013, complying with a recommendation by Foodshare.

The formula from Foodshare to calculate the number of meals is based on 1.3 pounds of food per meal. We weighed the number of bags given to each consumer and developed the following calculation:

- families of 1: 20 pounds * 1.3 = 26 meals
- families of 2-3: 24 pounds * 1.3 = 31 meals
- families of 4 or more: 29 pounds * 1.3 = 38 meals

In addition to staple foods, frozen meats, bread, pastry, fresh produce and/or other food items are being provided daily from local supermarkets such as Stop & Shop, Tops, Shop Rite, B J's, Costco, Target, Wal-Mart, Bozzuto's and Carter Cares. In addition, Price Chopper, Shop Rite and Tops provided free grocery bags to the Food Pantry.

There are times when Foodshare does not have some of the items we need. We developed a relationship with Tops Supermarket and Wal-Mart where we can purchase cases of much needed food at a reduced cost.

We received three phone calls from the Truck Stop this year. There are times when new food is on the trucks and the driver needs to empty his/her truck for their next job. They contact our office and we are able to get these items at no cost.

The Community Garden: Sarah Kaufman reserved a garden from the Connecticut Southington Land Conservation Trust (<http://www.southingtonlandtrust.org>) to plant, grow and donate vegetables to the food pantry

Eligibility: Southington residents who receive groceries must meet guidelines set by Foodshare.

Pantry Hours: Our pantry is open Monday through Friday from 8:30am to 4:30pm. Hours are extended on an individual basis for those who cannot make it during normal business hours. No appointment is necessary for the food pantry. Eligible consumers can come to the pantry once each week and more frequently for bread, pastry and produce.

Food Items Needed: Food items in high demand, that are always needed at our pantry include: tuna fish, canned meats, cereal, peanut butter, jelly, juice, pasta, pasta sauce, macaroni and cheese, soup and children's snacks.

Nonfood Items Needed: Nonfood items that are always needed at our pantry include: shampoo, conditioner, deodorant, soap, toothpaste, tooth brushes, lotions, shaving supplies, laundry detergent and other household cleaning items.

Other Food Related Programs

- Once a month, our office is a satellite location for the WIC (Women, Infants & Children) Program (www.wicprograms.org) for Southington residents. WIC provides specific nutritious foods and nutritional education to eligible pregnant women, postpartum women, infants and children up to age five. When we have appropriate donated items such as formula, diapers, baby clothes and maternity clothes, we make them available to WIC for distribution to their consumers when necessary. WIC consumers are referred to our office by WIC staff and we refer consumers to the WIC Program as needed.
- We started a new program called "adopt a shelf" in the food pantry. The group that adopts a shelf becomes responsible for assuring that their shelf is sufficiently stocked. The Grace United Methodist Church was the first group to participate in this program. They "adopted" several shelves that include all items for personal hygiene. We are

looking to add other businesses, civic groups, churches, etc., to “adopt” other shelves. Anyone interested in adopting a shelf can contact our office.

- In April of 2013, the weekly food drive program officially started. Alexa Maddalenna and Kim Stafko spent the prior year organizing a program to have two food drives every week. They set up an excel spreadsheet and contacted business and civic groups in the hopes of getting them to hold a yearly food drive. Their plan was to ensure that the pantry shelves were well stocked. They also wanted to educate the public on the need for food and to provide a variety of food. They earned their Girl Scout Silver Award for this project. The companies sponsoring the food drives, along with the dates of these drives, can be found on the town’s website (www.southington.org) by going to “Community Services,” clicking on the “Community Service Web Page” and then clicking on the calendar. Our goal is to have two food drives every week throughout the year. Anyone interested in holding a food drive can contact our office.
- In the summer of 2012, we gave 200 Farmer’s Market coupons to qualified Southington seniors. These coupons could be used to purchase fresh produce at the weekly Farmers Market and were made available by the Connecticut Department of Agriculture <http://www.ct.gov/doag> .

Partnership Agencies

CAHS (Connecticut Association for Human Services) (<http://www.cahs.org>) CAHS is providing SCS access and support to EarnBenefits, an innovative, combined approach to marketing and education, eligibility screening, facilitated access and benefit management that allows low-wage workers to apply for multiple governmental and non-governmental benefits using an online screening system. Below are last year’s statistics:

Assistance with State Programs and Forms

screened	eligible	referred	enrolled
184	179	154	126

SCS enrolled 126 families with the Department of Social Services benefits. This money, which went back to the community, was about \$625,000.

SCS is an Earn Benefits site in coordination with the Connecticut Association of Human Services (CAHS) and the Community Foundation of Greater New Britain. Earn Benefits is an online service that allows the office, with the use of the application, to see if residents are eligible for any of the following programs:

- SNAP (Supplemental Nutrition Assistance Program)
- Care 4 Kids
- EITC (Earned Income Tax Credit)
- Energy Assistance
- Healthy Start (Insurance for low income pregnant women)

- Husky A and Husky B (Insurance for parents, caregivers and children)
- Medicare for Low Income Adults
- Medicaid for Elderly and Disabled
- TANF (Temporary Assistance for Needy Families)
- WIC (Women, Infants and Children)

United Way of Southington (www.unitedwayofsouthington.org) SCS worked with the United Way of Southington in partnership with the Salvation Army. Some of the events we partner with the United Way of Southington are:

- An annual educational senior luncheon, in partnership with the Calvanese Foundation, Stuart Estra and the United Way of Southington. This year, the event was held at the Elk's Lodge #1669 (the Elk's Lodge donated the space) on Wednesday, June 5, 2013. This year's theme was "You are the light of my life." Two-hundred Southington senior citizens attended the event. Each person received a votive candle holder as a remembrance of the event. The United Way of Southington worked with the Summit at Plantsville, Southington Care Center, Alzheimer Resource Center and Mulberry Gardens to donate the food. The cost of this event was only \$5 per person payable to the United Way of Southington. Tickets were available at no cost for those seniors who could not afford to pay.
- The annual U. S. Postal Food Drive, sponsored by the Post Office and the United Way of Southington, was held on Saturday, May 11, 2013. The SCS food pantry received 2,787 pounds of food, which represents 1/3 of the total food collected.
- SCS received funds from the United Way of Southington for assistance with the food pantry and emergency needs for Southington residents.

The Joe and Kay Calvanese Foundation (www.calvanesefoundation.org) SCS received funds from the Calvanese Foundation for the food pantry and emergency needs for town residents.

Heart Strings Heart Strings is a group of individuals (Diana Sheard, Kathy Kukowski, Melissa Slater, Patty Boissonault and Dave Harrington) that put on a yearly "Music & Mayhem" event. They used the proceeds from this event to provide a credit at Foodshare to purchase food for the SCS food pantry. This year's event was held on Saturday, March 2, 2013, at the Aqua Turf Club.

United Way 2-1-1 Info Line (www.infoline.org) United Way 2-1-1 is a one-stop connection to local services from utility assistance, food, housing, child care, after school programs, elder care, crisis intervention and much more. SCS is listed as a referral to Southington residents who call or search 2-1-1.

FHACT (Fair Housing Association of Connecticut) (<http://fairhousingassociation-ct.org>) SCS is a dues-paying member to FHACT and two staff members attended their annual Fair Housing Conference on April 25, 2013.

Parents 4 Change (<http://www.parents4achange.net>) SCS networks with Parents 4 Change to educate staff, volunteers, consumers and their family about narcotics.

Southington Housing Authority (www.southington.org) The Housing Authority continues to provide safe, decent, and affordable housing and they also provide programs and resources for its residents to assist them in maintaining independent living styles in affordable housing. SCS works closely with the Housing Authority to ensure that all eligible residents receive the services they need.

Greater Southington Chamber of Commerce (www.southingtoncoc.com) The Chamber of Commerce established a Disaster Relief Fund for families who experience a loss of their home due to fire. The Disaster Relief Program is in partnership with SCS.

The ARC of Southington (<http://www.southingtonarc.org>) SCS works closely with the ARC of Southington to ensure the quality of life of persons with disabilities. The Giving Back Girls (<http://thegivingbackgirls.com>), a volunteer girls' youth group within the ARC of Southington, brings in the largest amount of food for our food pantry with their quarterly food drives. The Giving Back Girls also coordinate the Back-To-School Program. At Wal-Mart, they held their first annual "Fill That Bus" with new school supplies event.

DSS (Department of Social Services) (<http://www.ct.gov/dss>) SCS assists Southington residents in applying for state benefits in Southington instead of the consumer having to go to the New Britain office. SCS works with DSS on a daily basis.

Human Resources Association (HRA) of New Britain, Inc. (<http://www.hranbct.org>) SCS is an HRA (Human Resources Association) of New Britain, Inc. Volunteer Income Tax Assistance (VITA) site. Qualified Southington residents can make an appointment for income tax assistance for free. The VITA Program offers free tax help for low to moderate income individuals who cannot prepare their own tax returns. IRS certified volunteers from the Connecticut Association for Human Services receive training to help prepare basic tax returns. *This year the Southington Community Services Site served 26 Taxpayers.*

2012 guidelines were as follows:

- Income threshold: \$50,000 for individuals and joint filers
- Cannot have rental income
- Business Expenses cannot exceed over \$5,000

CLASS (Connecticut Local Administrators of Social Services) (<http://class-ct.org>) SCS has been an active member of CLASS for over 10 years. CLASS is instrumental in identifying needs, discussing mutual problems and finding solutions. CLASS provides education and support for members enabling residents to achieve their fullest potential.

Connecticut Legal Services (www.connlegalservices.org) Connecticut Legal Services provides access to justice as a means of improving the lives of low-income people. They have been very helpful as a resource for both our consumers and our staff.

RSVP (Retired & Senior Volunteer Program) (www.rsvpcct.org) RSVP volunteers assist SCS both in the food pantry and the office.

Winifred House (www.bridgefamilycenter.org) The Winifred House is a temporary congregate care program for girls ages 11 through 18 which provides short-term care to girls at risk. SCS is an active board member of the Winifred House. We include the Winifred House children in our back-to-school, Easter and Christmas programs. SCS also paid for yearly YMCA memberships for all the girls.

Margaret Griffin Child Development Cares (www.unitedwayofsouthington.org – *then click “our work”*) Margaret Griffin provides daycare to families who need childcare in order to achieve or maintain economic self-sufficiency. Our office refers to the daycare center and they refer their consumers to our office as needed. SCS participates in their bi-yearly audit.

Southington Interfaith Clergy Association: SCS is a member of the Southington Interfaith Clergy Association. One of the many benefits of the Southington Interfaith Clergy Association is their passion to help those in need. The churches in Southington make the SCS holiday programs possible through all their donations. They also set up the Southington Manna Fund which is accessible through SCS to assist those in an emergency. *For housing issues - we were able to assist 4 families (6 individuals); for medical - we were able to assist one family (3 individuals); for transportation - we were able to assist 2 families (2 individuals); and twice we were able to obtain emergency funds for food.*

Calendar House (www.southington.org) This year, SCS acquired a new position (Community Aide). This employee also works per diem at the Calendar House. Having an employee, who is aware of the programs offered in each location, ensures that all the available beneficial programs are provided to our seniors.

Dance City & The Arts (www.southingtondancelessons.com) Dance City & The Arts sponsors a show every holiday season under the direction of Sheila Simone. The proceeds go to the CONNRI Lodge and are used to provide scholarships to senior citizens to go to camp for one week. Last year 55 seniors went to camp from Monday, August 6th to Friday, August 10th, 2012.

American Legion Auxiliary Kiltonic Unit 72: On Saturday, May 18th, 2013 The American Legion Auxiliary and the Southington Parks and Recreation Department held their 11th annual “Touch A Truck” event at Derynoski School. Proceeds from this event sent Southington children (ages 7-12) to Camp CONNRI the second week of August, 2012. Valentine the Clown donated her time to join the bus to Camp.

AARP Apple Valley Chapter #4943 (www.aarp.org) AARP works with SCS year round. They collected food at their monthly meetings, adopted 30-50 senior citizens during the holidays and, in June of 2013, donated several blankets to SCS for infants and children.

Saucier Mechanical Services (www.sauciermechanical.com) Gary Saucier, owner of Saucier Mechanical Services and Hayes Equestrian Center, maintains the lawns at SCS at no cost to us or the town. He also provides year round storage for free, giving our office the ability to purchase

out of season items at greatly reduced prices since we are able to store them until the following year. He also provides additional storage space (approximately 2 ½ months) for our holiday programs at no charge.

Southington Fire Department, Police Department, Highway Department, Building Department, Parks and Recreation Department Southington Library and Museum and Youth Services (www.southington.org) These Departments are an important part of our department and this year as always, have assisted SCS in many areas, such as, but not limited to: food drives, toy drives, furniture (moving and donations), expertise and labor, all working together to assist those in need in Southington.

Grants

1. **Home Depot Grant (www.homedepot.com)**: The backroom at SCS originally was a one-room school house built in the late 1800s and early 1900s. Later, the room became a Community Center, where weddings, showers, and other events were held. In the 1960s, an addition was put on so the building could become a fire station. The back room had previously been used to store the voting machine stands for the voter's registration department. In 2010, we were given half the room for our use and renovated that half of the room at that time. In 2013, the voting machine stands were moved to the old town hall building and we were then able to use the entire room for our projects.

The team members of the Home Depot store, 1816 Meriden Waterbury Turnpike in Marion CT, requested of their management to do a special project for their community. They wrote to corporate headquarters requesting a grant and were approved for \$8,400 in gift cards and two days of time off to volunteer to work on their project. They offered to provide the materials and labor to renovate the remaining portion of the back room at SCS. They volunteered for three days and made it possible to complete the renovations at no cost to us or the town. This additional space, enables us to hold classes for the benefit of our consumers and to have the much needed work space.

Home Depot also donated a refrigerator/freezer which enabled us to take in more fresh produce to be distributed to our consumers.

Special thanks also go to the following businesses/Foundation for their donations to these renovations:

- **Cyr-E-Us Improvements,**
- **The Joe and Kay Calvanese Foundation (www.calvanesefoundation.org)**
- **The House of Doors (www.houseofdoors.net)**

Between grants and volunteer hours, over \$60,000 worth of goods and services were donated to the back room at Community Services with no cost to the town.

2. **Community Foundation of Greater New Britain** (www.cfgnb.org) Donated a total of \$47,000 to all their agencies that had food pantries or soup kitchens and our office received a \$5,000 credit to use at Foodshare.
3. **United Way of Central and Northeastern Connecticut EFSP (Emergency Food & Shelter Program)** (unitedwayinc.org) *SCS received \$3,900 this year and we were able to assist 7 families (18 individuals) with housing issues.*

Energy Assistance

1. Connecticut Energy Assistance Program

A total of 438 families received Connecticut Energy Assistance through SCS.

Deliverable Fuel	September to mid March
Non-Deliverable Fuel	November to mid April
Heat Included in the rent	January to mid April

Each consumer needed to provide the following items to apply for any of the energy assistance programs:

- Last four (4) week's pay stubs/income of everyone in the household
- Social Security numbers and dates of birth of everyone in the household
- Bank Statements showing balances of all bank accounts
- Heat/utility bill
- Rent receipt (only if heat is included in the rent)

2. Year Round Emergency Energy Assistance

SCS was able to assist 84 families (220 individuals) with local energy assistance funds.

Items needed to apply for assistance:

- Proof of income
- Utility bill
- Current bank statement

Housing

Sixty-three families (178 individuals) were assisted with housing issues, not counting the families we assisted with housing issues with EFSP and the Southington Manna Fund (see both EFSP and the Southington Interfaith Clergy Association statics in report).

- **Eviction/Foreclosure:** Work in partnership with the Town Manager, the Town Attorney and the Highway Department on local evictions to make sure the Fair Housing policy and procedures are followed. More importantly, SCS works to prevent the eviction or foreclosure if at all possible.
- **Shelters:** Assist residents in finding and getting transportation to a shelter.

School Programs in 2012

- Smart Start: This program provides Southington students entering grades K-12 with new backpacks filled with needed supplies. This program was successfully coordinated by the Giving Back Girls, sponsored by the Southington ARC. *198 families (379 individuals) received backpacks filled with new school supplies and a gift card to be used for additional school supplies.* The Giving Back Girls started an annual “Fill that Bus” with a school supply drive at Wal-Mart. Shoppers were given a list of needed items and asked to purchase some to be donated on their way out of the store.
- Summer School Classes for 2012: *SCS paid for 29 classes for 16 Southington students to attend required summer classes.*
- DePaolo Middle School Community Service Club – after school club sponsored by SCS promoting students to do service.
- SCS is a site for Southington students to do their community services hours.

Holidays in Southington

Community Services wishes to thank the many civic groups, private businesses, individuals and hundreds of volunteers who are always available to assist us when needed. These people help us with so many projects and situations that it is impossible to name them all. The effectiveness of our organization is heavily dependent upon the services they provide and the donations they make. Virtually every civic group, religious organization, club, school and store in our town helps us in some manner. Obviously, Southington people take care of their own.

Holiday Programs for 2012

- Thanksgiving Food Baskets: *586 baskets (1,398 individuals) were distributed.*
- Christmas Food Baskets: *650 baskets (1,574 individuals) were delivered.*
- Family Christmas Party: *196 children and their families (482 individuals) enjoyed a holiday party, which included a meal, games, crafts and a visit from Santa at the Aqua Turf Club.* This event is sponsored annually by the Calvanese Foundation and Realty 3 Carroll & Agostini.
- Christmas Shopping Party: *455 children and adults enjoyed this party where children were able to pick out gifts for their parents or caregivers while also enjoying a family supper sponsored by the Rotary Club of Southington.*
- Christmas Gifts: *658 families (1,604 individuals) were adopted in 2012.*

- Southington Dreams: The proceeds from Southington Dreams went to purchase gift cards to use during the holidays. This program is sponsored by Bill and Debbie Leonard, Cheryl Lounsbury, Hitchcock Printing and 35 local restaurants.
- Lights of Lovely: The Burke Family collected 2,361 canned goods in December at their holiday Lights Of Lovely. .
- Children's Easter Baskets: *190 families (322 children) received Easter baskets.*

Two new holiday programs for 2012

- *A Gingerbread House class was held at the Grace United Methodist Church with 14 families (46 individuals) attending. Everyone designed, built and brought home a gingerbread house. The event was paid for and held at the Grace United Methodist Church.*
- *Shop With A Cop: 19 children attended this event which was sponsored by Target and the Southington Police Department. Each child accompanied by a Southington Police Officer, shopped at Target.*

Household and Clothing Assistance: SCS was able to assist hundreds of families in town with the donations from local area stores and the public. All donations to SCS are evaluated for their best use. New items are saved for our various projects and useable items are made available to our consumers at no cost to them.

Camp Programs

- **Summer Camp:** The Salvation Army Camp CONNRI/CONNRI Lodge is located on Happy Hills Lane in Ashford, CT. The camp is situated on 272 acres of rolling hills, overlooking a 50 acre lake. Campers enjoy a wide variety of activities including, but not limited to: swimming, hiking, fishing, kayaking, baseball, softball, basketball, volleyball, nature studies, arts & crafts, low ropes, paddle boats and much more. The Camp is proud to be accredited by the American Camping Association, the State of Connecticut and The Salvation Army. *SCS sponsored 55 seniors for one week at CONNRI (Connecticut and Rhode Island) Lodge (a four day over night senior camp) and 15 children at Camp CONNRI (a five day overnight children's camp) in Ashford, CT.*
- **Southington Parks and Recreation Day Camp:** *SCS qualified approximately 15 Southington children for a discount at the summer camp.*

Classes:

- **Budgeting classes** were held for our consumers in the evenings. Taking charge of your money, your life and your future was the focus. A personal finance program was developed by the Center for Financial Social Work and instructed by John Taillie, at no charge.
- **Spend Less & Eat Better classes** were held each Thursday for interested consumers. The instructor was Charlotte Shocki, who also donated her time and expertise. The topics covered included:
 - Raise healthy eaters
 - Save big on feeding your family
 - Deal with feeding different age groups
 - Use flyers and coupons
 - Prepare quality meals on a budget
 - Negotiate the grocery store
 - Be a wise consumer

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To file a complaint for discrimination, write to

**USDA, Assistant Secretary for Civil Rights
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, S.W. Stop 9410
Washington, DC 20250-9410**

To file a complaint of discrimination, call toll-free:

**866.632.9992 (English)
800.877.8339 (TDD)
866.377.8642 (English Federal-relay)
800.845.6136 ((Spanish Federal-relay)***

***” USDA is an equal opportunity provider and employer.”**

Respectfully Submitted,



Janet Mellon
Director of Southington Community Services
