St. Francis Xavier (College) Church
Social Ministry Outreach Program Policies

I. Assistance offered through outreach
Social Ministry Outreach offers assistance in obtaining birth certificates, Missouri State Identification cards, legal advice every 3rd Wednesday of the month, and basic health assessment once every quarter. For other needs, volunteers have resource sheets to refer to other community agencies.

II. Population Served
Social Ministry serves those who are homeless, ex-offenders, in-transition, and low-income who reside in the St. Louis area. We reserve the right to limit eligibility to city residents if need be. We strongly encourage those who can afford a birth certificate and/or Missouri State ID to assume financial responsibility. However, we do not impose financial eligibility requirements and assume that any guest attending our walk-in hours is in need.

III. Services Provided

WHEN
- Tuesday and Wednesday mornings from 9:00AM-11:00AM.
- Guests must sign in for services between 9:00AM-9:15AM.

WHAT
- Assistance with obtaining a birth certificate and Missouri State ID.

LIMITATIONS
- We provide 1 birth certificate per family per lifetime.
- We provide 1 State ID per year, either replacement or new or renewal for a maximum of three times. Once an individual receives 3 State ID vouchers from Outreach, they are no longer eligible to receive a State ID voucher again.
- We do not issue vouchers for State IDs if the individual currently has the ID in their possession and it is not expired or has a valid driver's license in their possession and it is not expired.
- If a family has a referral letter from an agency stating the need for more than 1 birth certificate, we grant a voucher for a maximum of 4 birth certificates for 4 individuals. If an individual received a birth certificate voucher from us in the past; they are no longer eligible to receive a birth certificate voucher. The referral letter must name the individual who is requesting the birth certificates along with the names of the individual birth certificates needed. Referral letters may be on the referring agencies letterhead or on a referral from St. Francis Xavier (College) Church with contact information for an employee from the referring agency.
IV. Intake Procedure

All visitors to the outreach program must fill out an intake card providing all the requested information. Visitors are seen on a first come, first served basis. Wait time can range from 15 minutes to 2 hours, depending on when the visitor arrived, the number of volunteers, and the number of visitors.

V. Documentation needed to receive services

Missouri Birth Certificates
If an individual was born in Missouri, they have 3 options:

- Photo identification [state ID (expired or not), DOC offender ID, school ID, MetroLink card, credit/debit card with photo on it, veterans ID, etc.]
  OR
- Family member with above photo identification applies for them
  OR
- TWO non-photo ID documents to support their identity. This can include a variety of items (Medicaid card, hospital records, letter from social service agency, utility bill, paycheck stub, social security card, etc.)

Out of State Birth Certificates
Other states have varying requirements for birth certificates. We follow the state rules and do not mail off for birth certificates without proper identification requested. Please check the state requirements if at all possible before coming.

Missouri State Identification

New or Renewal State Identification
If an individual has never had a Missouri State Identification card or needs to renew their Missouri State Identification (this includes if it is within SIX MONTHS of expiring), they must have:

- Their birth certificate
- Proof of address*
- Be able to recite their social security number

Replacement Identification
If an individual is requesting replacement identification, meaning the identification card is not expired but lost, stolen, misplaced, etc (no longer in their possession), they must have:

- Proof of address*
- Be able to recite their social security number

*Proof of address can be a utility bill, medical bill, letter from Social Security/DFS, anything OFFICIAL that was sent to their current address.
XII. Services Not Provided

We do not provide any services beyond birth certificates and State IDs, including but not limited to: transportation assistance (bus tickets or gas money), death certificates, background checks, utility assistance, prescription and or medical assistance, monetary assistance in any form beside vouchers intended for birth certificates and Missouri state identification cards, thrift store vouchers, housing assistance, etc.

We do not provide vouchers for Missouri State Identification for children under the age of 15 ½ years, as the state of Missouri does not issue State Identification cards for children under this age. If an individual wants photo identification card for their child (ren), they are directed to purchase a Photo Identification card through the License Office. We do not give vouchers for photo identification cards.

If you have any questions, please contact Christine Dragonette, Director of Social Ministry, at 314-977-7309 or dragonettecm@slu.edu.