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

The Outreach Program operates from the lower level of the Parish Center at 3628 Lindell, just west of Grand.

I. Programs offered through social ministry outreach
   - Assistance: Birth Certificates and Missouri State IDs
   - Job readiness: Referrals to P.E.O.P.L.E 1st at Midtown Catholic Charities
   - Shelter: Emergency Shelter from December-February. Guests must be referred to shelter through Winter Outreach Group; Open Wednesdays, Thursdays, and every other Friday when temperatures drop below 20 degrees

II. Population Served
   - Homeless, ex-offenders, in-transition, and low-income who reside in the City of St. Louis
   - Ex-offenders living in county are eligible for services through SVDP Grant
   - Strongly encourage those who can afford $11 MO ID or $15 birth certificate to assume financial responsibility in obtaining these documents versus waiting for services.

III. Documentation Assistance Services

WHEN
   - Tuesday and Wednesday mornings from 9:00AM-11:00AM.
   - Guests must sign in for services between 9:00AM-9:15AM.
   - If a guest arrives after 9:15AM, there is no guarantee they will be able to receive services.

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 drivers 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 must fill out an intake card providing all the requested information. **Intake begins at 9:00AM and ends at 9:15** unless Director of Social Ministry and or Outreach Coordinator okay extending intake time.
- Visitors are seen on a first come first serve basis.
- **The wait time can range from 15 minutes to 2 hours** depending on when the individual arrived, the number of volunteers, and number of visitors.

V. Documentation needed to receive services

**Missouri Birth Certificates**

- **Born in Missouri**: MUST have photo identification to receive a birth certificate through Vital Records at City Hall
- **Born in Missouri with no photo identification**: MUST provide supporting documents on who they are to a public notary to mail to Jefferson City for the birth certificate.
- Supporting documents include: Medicaid card, old hospital records, letters from agencies such as DFS, SSA, Caseworkers, utility bills, paycheck stubs, social security card, or witness who personally knows the individual and can testify the person is who they represent.

**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.
- **CHECK the State requirements** before coming to make sure individual has all proper documentation
- **MOST States require VALID (not expired) photo identification. If individual does not have valid photo identification, they MUST provide support documents.**

**Missouri State Identification**

**New or Renewal State Identification**

- Individuals are **required to show us their certified copy of their birth certificate**. MO requires certified copy to obtain new or renewal state ID.
- Must recite social security number, show social security card, or print out of number
- Guests will not receive a voucher for a new or renewal ID without us seeing their birth certificate.

**Replacement Identification**

- **MO State ID is NOT EXPIRED** but lost, stolen, misplaced, etc
- Individuals are required to show us a piece of mail displaying their address to issue voucher and recite their SS# or show card or print out
VI. Services NOT Provided

We do not provide any other services including but not limited too transportation assistance (bus tickets or gas money), death certificates, 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, and such.

We do not provide vouchers for Missouri State Identification for children under the age of 15½ years. State of Missouri does not issue State Identification cards for children under the age of 15½ therefore we do not. If an individual wants a photo identification card for their child, 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 Jennifer Mohan, Director of Social Ministry, at 314-977-7309 or jmohan1@slu.edu.