



Animal Food and Supplies Guidelines and Rules

Copy For Your Records

1. Animal food/supplies shall be provided to clients once per month through a food bank.
2. The extent to which **THE PET PROJECT** will subsidize this service shall be determined by the information client provides in the Financial Disclosure Form and the extent to which our evaluation allows each specific item dollar amount. For purposes of this document the sum total of declared income and expenses allowed by **THE PET PROJECT** shall be called the adjusted monthly income.
3. Clients must notify **THE PET PROJECT** of any changes in income or expenses in a timely manner. Failure to do so may result in suspension or termination of service at the discretion of the organization.
4. Client must notify **THE PET PROJECT** of any circumstances regarding pet(s) in a timely manner. Failure to do so may result in suspension or termination of service at the discretion of the organization.
5. This service is only available to the adult pet (s) client has at the time of application (maximum of two pets per client). No additional animals will be covered by this or other services. If new animals are acquired, that person must proceed through a consultation and review process to be continued as a client. Only adult animals that have been in the home for 1 year prior to enrollment are eligible.
6. **THE PET PROJECT** will provide each client with animal food/supplies up to a maximum amount equal to thirty seven dollars and fifty cents (\$37.50) cost to us per client per month.
7. Client shall be responsible for keeping their copy of the food bank schedule in a safe but prominent place and, further, shall be responsible for picking up food/supplies when scheduled to do so.
8. Clients who cannot pick up food/supplies in any particular month are responsible for so notifying **THE PET PROJECT** not less than one week prior to the scheduled pick up date. Clients may at that time provide **THE PET PROJECT** with the name, address and telephone number of anyone whom they may choose to pick up the items in their place.
9. Clients who are not ambulatory may make arrangements prior to the commencement of service to have their monthly items delivered to their residence.
10. If clients fail to pick up items at the food bank two consecutive months, this service may be suspended or terminated.
11. Clients missing a scheduled pick up may request a separate pickup at the convenience of **THE PET PROJECT**.
12. Clients will receive an invoice a week after each month's food bank.
13. Clients receiving an invoice are responsible for making payments in a timely manner. Failure to maintain **current** status may result in suspension or termination of service at the discretion of the organization.
14. Changes in food brands, flavors, or supplies in any twelve month period will be made only at the discretion of the organization. Ensuring that the selected brands/flavors will not result in a feeding problem is the client's responsibility. Therefore, if you are ordering food your companion animal has not eaten before, please purchase a sample of the pet food before ordering to be sure your pet will eat it.
15. There will be no refund for any food not picked up by the client or if the client is terminated or drops out of the program.

(One copy of this document is for your records. Sign the 2nd copy and return with your application)

I HAVE READ THE ABOVE RULES & REGULATIONS REGARDING ANIMAL FOOD & SUPPLIES SERVICE OR HAD IT READ TO ME AND AGREE TO EACH AND EVERY TERM AND SO INDICATE BY AFFIXING MY SIGNATURE BELOW. I UNDERSTAND THAT FAILURE TO COMPLY WITH THE RULES & REGULATIONS MAY RESULT IN SUSPENSION OR TERMINATION OF SERVICES.

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5. This service is only available to the pet (s) client has at the time of application (maximum of two pets per client). No additional animals will be covered by this or other services. Once a client no longer has the animal companions with which he/she registered at **THE PET PROJECT** intake, that person will no longer be considered a **THE PET PROJECT** client. If new animals are acquired, that person must proceed through a consultation and review process to be continued as a client.
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Printed Name

Signature

Date