



Society of St. Vincent de Paul - Cincinnati District Council
Charitable Pharmacy of Cincinnati
1125 Bank St., Cincinnati, OH 45214-2130
Phone: 513-562-8841
Fax: 513-562-8843

St. Vincent de Paul Stores
4530 Este Ave., Cincinnati, OH 45232
Phone: 513-421-CARE (2273)
Fax: 513-542-2695
SVDPcincinnati.org

Bob & Sylvia Rahe Bed Program – Conference Guide*

History:

The Bob & Sylvia Rahe Bed Program was initially established as a special project of the St. Vivian Conference after the passing of longtime Vincentian Bob Rahe in 1994. Memorial gifts in Bob's honor were used to create an ongoing fund to purchase beds for neighbors in the St. Vivian Conference area. Later, additional Conferences agreed to contribute funds, and the program was opened to all Conferences in the Cincinnati area. Overall administration of the program was turned over to the Cincinnati District Council in 2010. The program's budget was doubled in 2021, enabling SVDP to provide 180 beds a month to neighbors in need throughout Cincinnati.

Bed Description:

The Rahe Bed Program purchases twin and full beds for neighbors in need. Each complete bed set consists of the following:

- One mattress (twin or full)
- One protective mattress cover
- One box spring
- One metal bed frame

Neighbors typically request complete sets, but they may request components of a set if the other items are already in their possession.

Eligibility Requirements:

- Neighbors may only receive **two beds per household, per lifetime** from the Rahe Program. If a neighbor has received two beds from the Rahe Program in the past, they are no longer eligible to receive a bed. If they only received one bed in the past, they are eligible for one additional bed.
- Individuals receiving beds **must be at least two years old**. We cannot provide a bed to a child under age two, even if they are currently sleeping with a parent, because it is not safe for an infant/toddler to sleep on a traditional bed.
- Conferences are responsible for checking on a neighbor's eligibility before submitting the bed request. If you're unsure whether a neighbor redeemed their voucher, you can check with the Rahe Bed Coordinator.

A network of neighbors, inspired by Gospel values, growing in holiness and building a more just world through personal relationships with and service to people in need.

Submitting Bed Requests:

Each Conference may request **up to five beds each month** (maximum of two beds per household.)

- Starting on the 1st of the month, Conference members should use the [PDF request form](#) and or go to the SVDP web page; <https://www.svdpcincinnati.org/>=> select MEMBERS => scroll down to MEMBERS SUPPORT AND FORMS => Select LEARN MORE=>scroll down to BED REQUEST FORM => select BED REQUEST FORM. The fillable form will come up in the next tab. Email the bed requests to rahebedfund@svdpcincinnati.org. Requests should be sent in by one member per Conference. Please make sure that the request form can be clearly read (typed is preferred).
- Please list the requests in **priority order**, with the request most needed to be fulfilled first at the top of the list.
- Conference members should include the following information for each request:
 - Member name and Conference name
 - Member address and phone #
 - Who the vouchers should be mailed to
 - Neighbor's first and last name
 - Neighbor's full mailing address (including zip code & apartment #)
 - Neighbor's phone #
 - Number and size of beds requested
 - Gender and DOB of individual receiving the bed
- All requests received between the 1st and 5th of the month will be considered equally. There is no advantage to being the first Conference to submit your requests. Please send in requests **during the first five days of the month**. This gives us the time to process the requests and gives you a better guarantee that the requests will be fulfilled.
- Vouchers will be mailed out **no later than the 15th of the month**. If for some reason there is a delay, you will be notified about it with an estimated mailing date.
- Members receiving beds for their neighbors will receive an email letting them know the vouchers have been sent.
- Vouchers will expire after **30 days**.

Availability:

- 113 beds are available to Conferences each month (maximum of five requests per Conference)
- If all beds allotted for the month are not claimed, Conferences will be invited to request additional beds **after the 15th of the month**. The number of extra beds that can be requested is subject to availability.
- Please note that we generally have **more twin beds available than full beds**. We encourage Conference members to inform neighbors that they will have a better guarantee of receiving a bed if they request a twin.
- If we have a limited number of beds, we will conduct a review of how many requests we can accept. We will guarantee that **each Conference will receive at least one bed** that month and distribute the remaining beds as evenly as possible. This is why we ask that bed requests are listed on the form in priority order.

Purchasing Beds:

If Conference members have additional requests that they would like to fulfill within a month, they may purchase beds from one of our SVDP Thrift Stores. There are two options for purchasing additional beds:

- Rahe Program beds can be bought at cost (subject to availability)
- Retail beds can be bought at retail price

Rewriting Bed Vouchers:

If a neighbor is unable to use their bed vouchers before it expires, they may receive **one 30-day rewrite**.

If a member needs a voucher to be rewritten, they should contact the Coordinator with the neighbor's information. Rewrites are subject to availability, and will only be written after the original voucher has expired or been returned to the Conference member.

CMS Entry:

When Conference members are notified that their vouchers will be sent out, they should enter the assistance into CMS. If a Conference is not yet on CMS, the assistance will not be entered into CMS.

The steps to enter Rahe bed assistance in CMS are as follows:

1. Click on "Case Intake" from your CMS Main Menu Options
2. Type in the name of the person you are entering the bed voucher for
3. Select the correct person, or create a new client
4. Go through the correct steps of selecting and updating their information as needed
5. Click on "Add In Kind"
6. Select "Clothing/Household Items" for the category, "Bed/Mattress" for the resource, and enter the dollar amount in the value field based on the below information:
 - 1 Full = \$158
 - 1 Twin = \$147
 - 2 Fulls = \$316
 - 2 Twins = \$294
 - 1 of each = \$305
7. In the "Other" box, enter "Rahe Fund-YYYY-VN-X" where YYYY is the 4-digit year, VN is the voucher number (numerics only) and X is the number of beds received
8. In the "Comments" box, enter any appropriate related information desired
9. Complete the case as normal, using the Complete button. Do not use the Close Case button