



## ARCHBISHOP'S ANNUAL APPEAL OFFICE

**TO:** PASTORS & PARISH ADMINISTRATORS

**DATE:** FRIDAY, JANUARY 10, 2025

**FROM:** TINA POET, DIRECTOR OF THE ARCHBISHOP'S ANNUAL APPEAL

**RE:** EMERGENCY ASSISTANCE FUND



### **EMERGENCY ASSISTANCE & BURIAL ASSISTANCE PROGRAMS**

As a reminder, as of January 1<sup>st</sup> 2025, **ALL** Emergency Assistance and Burial Assistance requests will be reviewed, approved and processed through the Appeal Office. Forms can be found on the Appeal Portal [Portal | Archdiocese of Hartford](#) or <https://appeal.archdioceseofhartford.org/portal/>

- ✓ **ONLY** requests approved and submitted to the Appeal Office by the Pastor/Parish Priests will be accepted for review
- ✓ Anyone looking for assistance **MUST** be a Parishioner, and vetted by the Pastor/Parish Priest or be personally vouched for by the Pastor/Parish Priest
- ✓ Funds, if approved, will **ONLY** be sent to the creditor; please include creditors contact and mailing information
- ✓ Applicants are eligible for a maximum of \$2,000 in an 18 month period
- ✓ Please **DO NOT** direct people to call or visit the Appeal Office; progress on any application will only be discussed with the Pastor/Parish Priest – Applicants need to work directly through their Pastor/Parish Priest who submitted the application on their behalf
- ✓ Please be sure all forms are filled out completely prior to submitting
- ✓ All forms **MUST** be signed by the Pastor/Parish Priest in order to be considered
- ✓ Additional questions should be directed to Tina Poet in the Appeal Office

**If you have any questions, please call:  
Archbishop's Annual Appeal Office at 1-800-781-2550**