

**Step 1 - Monday**

Clients call Women's Housing Ltd on Monday at 9am to register for funding. Please note not everyone will receive funding.



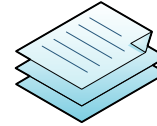
**Step 2 – During the week**

All callers are put on a list and Workers will return calls in order of listing.



**Step 3 – During the week**

Workers will conduct a 20 to 30 minute phone assessment and request documents.



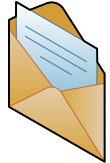
**Step 4**

Client provides supporting documents to Worker within two working days.



**Step 5**

Supporting documents are reviewed and cheque is written.



**Step 6**

Cheque mailed out to agent. Worker will contact client to advise payment has been made.