The Emergency Diaper Dispensary (TEDD) Guidelines

The Foundation for Lutheran Child and Family Services contact:
Jamesetta Quiqui at jquiqui@lutheranfamily.org or 317-961-1375

- This program is intended for EMERGENCY referrals only and is a temporary source of support for low income clients. TEDD is to be used as a stopgap and not as a monthly diaper source for clients. TEDD only serves those in Marion County and the donut counties surrounding Marion County.
- Diapers are available in size Newborn to size 5. Size 6 and pull-ups are not stocked as a regular item.
- Each client can be referred to TEDD one (1) time per month for a maximum of (4) four times per year and will receive thirty (30) diapers for a child each referred month. Again, TEDD is an EMERGENCY source of support.
- TEDD only communicates with caseworkers and NEVER directly with the client, therefore, referring a client to TEDD puts the responsibility on caseworkers to pick up and distribute diapers to their clients. You must accept these terms in order to refer clients to TEDD.
- Referrals for TEDD are submitted via online form:
  a. Forms submitted each week by Tuesday at 11:59AM will be filled on Thursday of that same week. All forms are automatically downloaded at 12PM each Tuesday.
  b. Forms submitted from 12PM Tuesday through 11:59AM the following Tuesday will be available the following Thursday.
    i. Example I: Joe submits a TEDD referral for the Smith family at 10am, Tuesday, January 5th, then Joe will be able to pick diapers up for the Smith family on Thursday, January 7th
    ii. Example II: Jane submits a TEDD referral for the Jones family at 10am, Wednesday, January 6th, then Jane will be able to pick diapers up for the Jones family on Thursday, January 14th.
- Diaper pick-up is one time per week on Thursdays ONLY between the hours of 12:30PM and 3:00PM
HOW CAN YOU REFER A CLIENT? CASEWORKER RESPONSIBILITIES!

1. You must be a caseworker approved by The Foundation for Lutheran Child and Family Services. If you would like to get approved to refer to TEDD, please email Jamesetta.

2. Caseworker completes an online client intake form (link will be sent by email once approved)
   a. Each form submission represents 1 family, up to 4 children per family.
   b. Forms MUST be accurately completed (incomplete referrals will not be filled)
   c. Each caseworker can refer a max of four (4) families per week – there is an option to schedule for future dates so please be sure to choose the correct date.
   d. Phone calls, email & fax referrals are NOT accepted.
   e. Do not share the link with other caseworkers or clients.

3. Caseworker shows up **ON-TIME** (time & date is selected on referral form) and calls (317) 961-1375 upon arrival at 1525 N. Ritter Avenue, Indianapolis, IN 46219
   a. Caseworker stays in their vehicle. Jamesetta (or someone assisting) will deliver all diapers to caseworker’s vehicle. Please make sure you have a work ID Badge.
   b. **DO NOT** send your clients to pick up diapers directly... if you want to meet them in our parking lot after you’ve received the diapers, that is acceptable but we will NOT issue diapers directly to clients.
   c. Please do not try to enter any buildings on campus without prior authorization.
   d. You do not have to pull into a parking spot, you may pull up in the bus lane in front of the main building to wait. (Main building is long building with all the windows facing west with the flagpole outside the double doors).

4. Caseworker delivers diapers to their client(s)