



The Emergency Diaper Dispensary (TEDD) Guidelines

The Foundation for Lutheran Child and Family Services contact:
Adrienne Looper at aloooper@lutheranfamily.org or call
(317) 359–5467ext.339

- 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 Thursday at 11:59AM will be filled on **Monday of the next week**. All forms are automatically downloaded at 12PM each Thursday.
 - b. Forms submitted from 12PM Thursday through 11:59AM the following Thursday will be available the next Monday.
 - i. Example I: Joe submits a TEDD referral for the Smith family at 10am, Thursday, January 12th, then Joe will be able to pick diapers up for the Smith family on Monday, January 16th
 - ii. Example II: Jane submits a TEDD referral for the Jones family at 10am, Friday, January 13th, then Jane will be able to pick diapers up for the Jones family on Monday, January 23rd.
- Diaper pick-up is one time per week on **Mondays ONLY** between the hours of **12:00PM and 1:00PM**

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 Adrienne.
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) 359-5467 ext. 339 upon arrival at 1525 N. Ritter Avenue, Indianapolis, IN 46219
 - a. Caseworker stays in their vehicle. Adrienne (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)