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DAYAHOUSTON.ORG

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DAYA ZAKAT FUND POLICY

The Daya Zakat fund is to support direct client services for survivors of domestic violence or sexual assault who are financially needy. Direct services are defined as necessary costs for goods and services that directly impact the client and their family's safety and independence.

Eligible services include:

- Rental Assistance
- Emergency Shelter (Hotel stays)
- Transportation
- Legal fees (family and immigration law)
- Immigration visa fees
- Essential furniture (beds, cribs)
- Bedding
- Essential clothing
- Medication and medical costs
- Groceries

The process for the Zakat Fund monitoring is below:

1. Donors may designate funds as Zakat only.
2. Fund will be held in a designated line item in the Daya donations budget
3. Client advocates and counselors will write a written request to the Executive Director requesting Zakat funding for eligible clients (see attached forms). Eligibility will be confirmed through the financial assessment form. The written request will include a sentence stating the client is found to be Zakat eligible.
4. The Executive Director will review eligibility and provide the first approval.
5. The Board Treasurer will then review the request and eligibility and provide the final approval.
6. With the final approval, the Executive Director will issue the payment directly to the vendor. (Apartment complex, hotel, attorney, etc). In the case when directly payment is not possible, the Executive Director will issue a gift card to client for the vendor (grocery store, gas station).
7. The request forms, approval emails, invoices, and copy of payment will be retained in the Daya financial records managed by the Office Manager for a period no shorter than 5 years."