

# **Welcome to the Mercer County Housing Authority**



## **Resident's Guide**

**Enhancing your stay with  
MCHA**

**Information Station**

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## **Important Numbers**

MCHA Main Office 724-342-4021

Your property manager's number can be found within the  
next few pages

My property manager's number is \_\_\_\_\_.

### **Emergency #911**

Non-Emergency 724-662-6110

### **Fire**

Sharon 724-983-3213

Sharpsville 724-962-7829

Farrell 724-983-2707

### **Police**

Sharon 724-983-3210

Sharpsville 724-962-7829

Farrell 724-983-2720

Pymatuning Township 724-646-1155

### **Transportation**

Mercer County Transit 724-981-6222

Shenango Valley Shuttle 724-981-1561

# MCHA Properties

## AMP 1

Property Manager.....724-342-3624

Sites:

- Mesabi Street
- George J. Vermeire Manor
- Pine Hollow Village
- McDowell Manor



*Office Hours:*

Mon-Fri 7:30am—4:00pm

*Rental Payments:*

At Vermeire Manor before 2:00pm

Check or Money Order only at sites or make payment at MCHA main office

## AMP 2

Property Manager.....724-962-9613

Sites:

- Sharpsville Gardens
- Frank Fay Terrace
- Fornelli Manor
- Valley Views Homes



*Office Hours:*

Mon-Fri 7:30am—4:00pm

*Rental Payments:*

At Sharpsville Gardens before 2:00pm

Check or Money Order only at sites or make payment at MCHA main office



### AMP 3

Property Manager.....724-342-1861

Sites:

- Herbert Garster Homes
- Malleable Heights
- Silver Street
- North Sharon Heights

*Office Hours:*

Mon-Fri 7:30am—4:00pm

*Rental Payments:*

At Quinby Street Resource Center before 4:00pm

Check or Money Order only at sites or make payment at MCHA main office



### AMP 4

Property Manager.....724-704-7219

Sites:

- Centennial Place
- Legacy Commons
- Patterson Place

*Office Hours:*

Mon-Fri 7:30am—  
4:00pm

*Rental Payments:*

At Centennial Place before 2:00pm

Check or Money Order only at sites or make payment at MCHA main office



## **MCHA Properties Continued**

### **L. DeWitt Boosel Estates**

Property Manager.....724-962-0953

*Office Hours:* Weds 10:00am—4:00pm

*Rental Payments:*

Check or Money Order only at sites or make payment at MCHA main office

### **Gurrera Village**

Property Manager.....724-962-0953

*Office Hours:* Mon-Fri 8:30am—4:00pm

*Rental Payments:*

At Gurrera Village before the 5th of the month 2:00pm

Check or Money Order only at sites or make payment at MCHA main office

### **Hermitage Square**

Property Manager.....724-962-0953

*Office Hours:* Fri 8:30am—4:00pm

*Rental Payments:*

On the Wednesday before the 5th of the month until noon

Check or Money Order only at sites or make payment at MCHA main office

Applications taken at the site Friday only at Hermitage Sq. 8:30am to noon

### **Farrell Choice Homes**

Property Manager.....724-308-6510

*Office Hours:* Tues & Thurs 8:30am—4:00pm

*Rental Payments:*

At Farrell Choice Homes before 2:00pm

Check or Money Order only at sites or make payment at MCHA main office



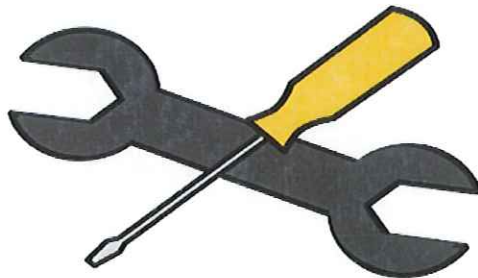


## **Maintenance**

“Regular maintenance” is any apartment problem that can be corrected during the course of a workday or workweek and does not require immediate attention (such as clearing a drain or repairing a window). To make requests for service or repairs call your property manager.

“Emergency maintenance” is any apartment problem that may become a safety hazard if not corrected immediately (such as having no heat in the winter). For emergencies during the day call your Property Manager.

An answering service for calls made after hours or on weekends is accessed by calling for site office or (724) 342-4021. Listen to the message and then leave your name, address, phone number and the nature of your emergency. If you do not have a true emergency, but instead you simply have a clog or a minor repair issue, Maintenance will assist you on the next business day.



**PLEASE NOTE:** You must report any damage or maintenance needs immediately. You may be charged a fee for maintenance due to neglect or negligence (such as intentionally kicking a door down).



# Trash Collection

Place your totters in the totter area the night before pick-up and return to their designated areas after pick-up. If maintenance returns your totter, you will be charged. For some communities, orange stickers are provided bi-monthly at the sites. Stickers are distributed in February, April, June, August, October, and December. Notification of the days are listed in the monthly calendars provided to those residents, to whom this applies.

## **TOTERS ARE TO BE KEPT IN THE BACK OF APARTMENTS WHEN NOT IN TOTER AREA**

### **Trash Pick-up Days (Please note some sites have multiple days):**

#### Mondays

- Pine Hollow Village
- Frank Fay Terrace
- Sharpsville Gardens
- North Street

#### Tuesdays

- Fornelli Manor
- Farrell Choice

#### Wednesdays

- First Street
- Herbert Garster Homes
- Mesabi
- Pine Hollow
- North Street
- Centennial Place

#### Thursday

- McDowell Manor
- Frank Fay Terrace
- Valley View Homes

#### Friday

- Pine Hollow Village
- Gurrera Village
- North Street
- Lavigne Manor
- Malleable Heights
- Farrell Choice
- L. DeWitt Boosel Estates

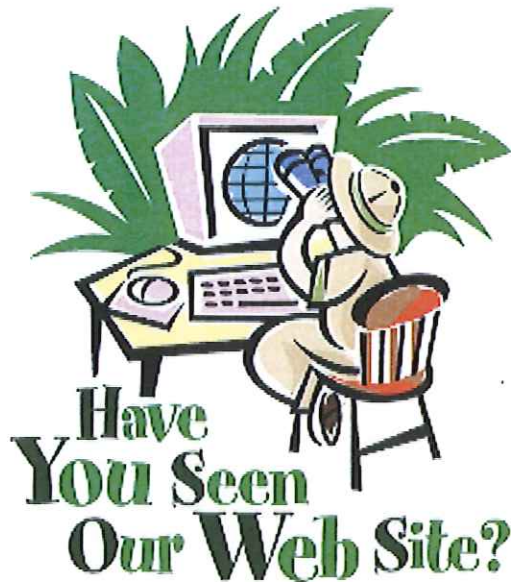
#### No Trash Day– Dump Located at Site:

- Patterson/Landay
- Vermeire Manor

**Remember- Put your totter out the night before trash day!**

## MCHA Website

The MCHA website is your one-stop shop for information.



- ◇ Visit our interactive events calendar for upcoming events at your site.
- ◇ Find links to our partner organizations.
- ◇ Review the house rules.
- ◇ Download the most recent newsletter.
- ◇ And much more!

[www.mchachoices.com](http://www.mchachoices.com)

## Natural Disasters

In case of a natural disaster, every site has an individual emergency plan that your property manager will review with you.

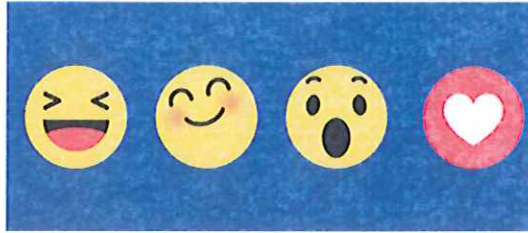


In addition to the emergency plan, we will also be utilizing social media to give you the most up to date information. Please follow us on Facebook or Twitter, **@MCHChoices** to be sure you are in the know.



## Like Us on Social Media

Follow us on social media for updates and information on affordable housing, community events, and events going on at your site!



Find us on Facebook, Twitter or  
Instagram by searching for  
Mercer County  
Housing Authority  
or **@MCHAChoices**





## Resident Councils: A Voice For Tenants

Resident participation is vital to building a working relationship with the housing authority, and creating a positive living environment. Resident Council is a group of residents who organize by holding elections for officers and adopting by-laws that service as a roadmap for how the council will conduct its business. The council's democratically elected board must consist of five board members who have been elected by the voting members.

Residents can serve on resident councils if they are:

- 1) Head of household (of any age), or
- 2) A household member whose name is on the lease and is at least 18 years of age.
- 3) Council members cannot be violation of the lease.
- 4) They also have to meet the requirements that are written in the resident council laws.



Housing Authorities must acknowledge a duly elected resident council as the one voice of the residents and support its tenant participation activities. The housing authority should make sure they meet a new council member whenever one is elected. In fact, the housing agency should approach the resident council to set up an initial meeting and provide materials on its occupancy, admissions, and tenant participation policies.

***If you are interested in becoming a part of our team, please call our Resident Services Department at 724-342-4048***

## **Paying Rent**

### **How is rent calculated?**

There are two different ways to calculate your monthly rent:

- ACH
- Flat or fixed rate that is based on market rentals in the community. This only applies to Pine Hollow

In order to rent a unit you must sign a lease. The lease shows:

- The amount of rent you must pay
- What management will provide
- What you are expected to do

### **When do I have to pay rent?**

Your rent is due on the first day of each month, with a five day grace period. On the sixth day of the month a \$1.00 a day late fee will be assessed for up to 15 days. MCHA may begin legal proceedings to collect the money you owe and/or regain possession of your apartment.

It is always best to pay on time to avoid greater problems. If you are late paying your rent three times in any 12-month period, you may lose your housing. MCHA understands that times can become financially difficult, therefore, if you're having problems paying your rent, you can request an opportunity for a payment arrangement.

# Pet Policy

## **NO VISTING PETS ALLOWED**

### **THERE ARE NO PETS IN OUR FAMILY SITES**

**(Pine Hollow & Lavigne  
are the only expectations)**

- Pets have to be registered with the Housing Authority
  - Only one pet per household
  - Pets must be 25lbs or under at adult weight
- Deposit for a pet are \$300 for a cat, \$350 for dog (\$200 refundable)
- This does not include service animals

**Before your pet can move in, you will need to provide  
MCHA with the following:**

1. A picture of your pet
2. Verification that the pet was neutered
3. Shot records for your pet





# Recertification

Every year residents must meet with their property manager for recertification. The recertification consists of financial verification, inspection and verification of who currently lives at the residence.

Please remember to bring all documents pertaining to your income:

- Reported family annual income;
- The value of family assets;
- Expenses related to deductions from annual income; and
- Other factors that affect the determination of adjusted income

You will be issued a notice as a reminder for your recertification appointment.

Failure to complete the recertification could lead to eviction.

**If you have a change in income or number of occupants in the residence you must contact your property manager IMMEDIATELY.**

**Do NOT wait until your annual recertification to update this information**



For more information on recertification, contact your Property Manager



# **Resident Services**

The Resident Services Program works to improve the resident's quality of life and build healthy communities. The Resident Services component makes supportive services and programs available to residents and promotes personal growth and family stability.

Resident Services collaborates with local service providers and other nonprofits to bring resources to our residents. These services are provided on-site or through a referral system. Our Resident Services programs focus on education, employment, youth, financial literacy, and health.

## **Resident Services Activities Include:**

- After-school and Summer Programs (school aged children)
- Pre-K playgroup (ages 3-5)
- Job board for resident employment opportunities
- Community Events and Resource Fairs
- Resume writing assistance
- Health & Fitness Programs
- Youth Programs
- Use of on-site computer lab, copier, and fax machine
- Financial Literacy classes
- Referrals to community resources
- And more!



\*Please note that activities vary for each site. Your Resident Services Coordinator or Property Manager can inform you of the programs and activities available at your site.

**For more information, contact your Property Manager or the MCHA Resident Services Coordinator by calling 724-342-4048**

# Text4Baby

Text 4baby is a free health service that provides accurate health information and resources through text messages and/or the Text4Baby App.



## **Sign up for service by:**

- Texting BABY for English or BEBE for Spanish to 511411
- Or download the Text4Baby App on the App Store for iPhones or on Google Play for Android

## **Text4baby has helpful features:**

### **Appointment Reminders**

Set up a text-based reminder for your doctor's appointments for you or your baby. It's easy- you can use the app or set up a reminder through your text messages.

Here's how you can set up an appointment by text message:

- Text remind to 511411
- When asked, enter the appointment date with no spaces or words in MMDDYY format (e.g. 101217).
- You will then be asked to enter a short description of the appointment (e.g. Dr. Smith 9AM).
- You will receive two text reminders: the first reminder 3 days before and the second reminder the morning of your appointment.





## Tips 4 Mom & Mom 2B

Get FREE text messages on:

- Prenatal Care
- Baby Health
- Parenting & More!

Sign Up Now >



### Helpful Information

Messages for pregnant women will be timed to their due date and will concern prenatal care, labor symptoms, and preventing birth defects. New mothers will be informed about newborn nutrition, breastfeeding, and their physical development. Mothers will also have access to health and safety information.

The program was developed by the National Healthy Mothers, Healthy Babies Coalition who teamed up with a broad group of private and public partners including: Johnson & Johnson, Grey Healthcare Group, Sesame Street, Too Small to Fail, U.S. Dept. of Health and Human Services, and the White House Office of Science and Technology Policy.

**To learn more about the program or sign up  
visit: [www.text4baby.org](http://www.text4baby.org)**

# Safe Sleep for Your Baby

## The safe sleep top 10 tips

1) Always place your baby on his or her back to sleep for naps and at night

-The back sleep position is the safest and every sleep time counts

2) Place your baby on a firm sleep surface, such as a safety approved crib mattress; buy a fitted crib sheet

-Never place your baby to sleep on pillows, quilts, sheepskins, or other soft surfaces

3) Keep soft objects, toys, and loose bedding out of your baby's sleep area

-Never cover your baby with a blanket

4) Do not allow smoking around your baby

-Do not smoke before or after the birth of your baby, and don't let others smoke around your baby

5) Keep your baby's sleep area close to, but separate from, where you and others sleep

-Your baby should not sleep in a bed, on a couch or on an armchair with adults or children.

-He or she can sleep in the same room as you as long as there is a separate sleeping area like a bassinet, crib, or co-sleeper



6) Think about using a clean, dry pacifier when placing the infant down to sleep

-Do not force the baby to take it



# Remember



## Tummy Time!

*Place your baby on their stomachs when they are awake and someone is watching. Never leave your baby unattended during tummy time. Start by laying your newborn on his or her tummy for two or three times a day for a few minutes. As your baby gets used to tummy time, place your baby on his or her stomach more frequently or for longer periods of time. Tummy time helps your baby's head, neck, and shoulder muscles get stronger. It also helps to prevent flat spots on the head!*

7) Don't let your baby overheat during sleep

-Dress your baby in light sleep clothing, and keep the room at a temperature that is comfortable for an adult

8) Avoid products the claim to reduce the risk of SIDS

-Most of these products have not been tested for effectiveness or safety

9) Do not use home monitors to reduce the risk of SIDS

-If you have any questions about using monitors for other conditions talk to your health care provider

10) Reduce the chance that flat spot will develop on your baby's head

-Change the direction that your baby lays from one week to the next; and avoid too much time in car seats, carriers, and bouncers

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## Community Agencies Directory

AWARE, Inc.....	888-981-1457
Legacy House (AWARE).....	724-981-3753
Local Domestic Violence/Sexual Abuse/Elder Abuse Center	
National Violence Hotline.....	1-800-799-7233
24/7 Hotline for Men, Women, Children, and Families	
Echo Center (CCC).....	724-983-0304
Recreational Drop-In Center for those with a Mental Health Diagnosis	
Salvation Army.....	724-347-5537
Emergency.....	724-981-5582
Joshua's Haven City Mission.....	724-983-0304
Homeless Shelter for Men	
City Rescue Mission.....	724-652-4321
Homeless Shelter for Men	
City Rescue Mission Women's Resource.....	724-652-4349
Homeless Shelter for Women/Women and children	
Good Shepherd Center.....	724-588-2210
Greenville Single and Family Homeless Shelter	
Behavioral Health Commission.....	724-662-2230
24 Hour Emergency.....	724-662-2227
Mercer County Children & Youth Services.....	724-662-2703
After Hours.....	724-662-3112
Prince of Peace.....	724-346-5777
AWESOME Program, Family Supportive Services, Food Bank	
Catholic Charities Counseling and Adoption Services.....	724-346-4142
Counseling, Adoption, Pregnancy Support	
Community Counseling Center (CCC).....	724-981-6193
Counseling, Job and Life Skill Training for those with a Mental Health Diagnosis	
Community Action Partnership (CAP).....	724-342-6222
Work Ready Program, Homeowner Counseling, Energy Assistance	
Child Abuse Hotline (CHILDLINE).....	800-932-0313
24/7 Hotline to Report Suspected Child Abuse	
Mercer County Head Start (CAP).....	724-346-4482
Early Head Start, Head Start, Pre K	
Area Agency on Aging.....	724-662-6222
Legal Assistance, Transportation, Meal Programs, Adult Day Care, Senior Centers	
Adult Protective Services.....	724-854-6222
Hotline for Elderly Adults and Adults with Disabilities	

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**City of Farrell**

Administration Building.....	724-983-2700
Police Department Administration.....	724-983-2720
Fire Department Administration.....	724-983-2707

**City of Hermitage**

Administration Office.....	724-981-0800
Police Department Administration.....	724-983-6784
Fire Department Administration.....	724-981-1328

**Borough of Mercer**

Boro Office.....	724-662-3900
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**Pymatuning Township**

Township Building.....	724-646-1134
Pymatuning Township Police.....	724-646-1155

**City of Sharon**

Administration Building.....	724-983-3220
Police & Fire.....	724-983-3210

**Borough of Sharpsville**

Boro Manager's Office.....	724-962-7896
Chief of Police.....	724-962-7829
Police & Fire Administration.....	724-962-7820

**Schools**

Farrell Area School District.....	724-346-6585
Greenville Area School District.....	724-588-7560
Hermitage School District.....	724-981-8750
Mercer Area School District.....	724-662-5100
Reynolds School District.....	724-646-5700
Sharon City Public Schools.....	724-983-4030
Sharpsville Area School District.....	724-962-7874
West Middlesex Area School District.....	724-643-3030



<i>Keystone Blind Associate.....</i>	<i>724-347-5501</i>
<i>Vision and employment services</i>	

<i>Disabilities Option Network.....</i>	<i>724-652-5144</i>
<i>Programs &amp; services for people with disabilities</i>	

<i>Voices for Independence.....</i>	<i>814-874-0064</i>
<i>Programs &amp; services for people with disabilities</i>	

<i>County Assistance Office.....</i>	<i>724-983-5000</i>
<i>Humane Society of Mercer County.....</i>	<i>724-981-5445</i>
<i>Shenango Valley Animal Shelter.....</i>	<i>724-342-5834</i>
<i>American Red Cross.....</i>	<i>888-217-9599</i>
<i>Birth &amp; Death Records (Division of Vital Statistics).....</i>	<i>724-656-3100</i>
<i>Unemployment Compensation.....</i>	<i>724-347-7957</i>
<i>Historical Society.....</i>	<i>724-662-3490</i>
<i>Voter Registration.....</i>	<i>724-662-7542</i>

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# *Pennsylvania* **CareerLink®**

***The area's one stop shop for employment and training, and assisting individuals with their workforce development needs***

## **Career Link Agencies**

Bureau of Workforce  
Development Partnership

Community Action  
Partnership of  
Mercer County

Mature Services—  
Senior Employment Center

West Central Job Partnership  
Office of Vocational  
Rehabilitation

Mercer County Career Center  
Midwestern Intermediate  
Unit IV

Mercer County Assistance Office

## **Services Available**

Internet job search capabilities, job listing and referral service, skills assessment and aptitude testing, career/occupational information, occupational skills training, vocational rehabilitation, on-the-job training, labor market information, counseling, job development, adult literacy, GED skills assistance, veterans services, vocational training

## **Career Resource Area**

Online computers, information on schools and training facilities, brochures on area supportive services, apprentice information, State Civil Service information, applications, job seekers library, assistance with writing resumes, copier and fax services, armed forces information, and a telephone with direct line to unemployment compen-

217 West State St. Sharon, PA  
724-347-9257

[www.pacareerlink.state.pa.us](http://www.pacareerlink.state.pa.us)

Mon, Tues, Thurs, Fri 8am-4:30pm

Weds 10am-4:30pm



## **Mercer County Libraries**

### **Community Library of the Shenango Valley**

11 North Sharpsville Ave, Sharon, PA 16146

724-981-4360

Hours: M-Th 10am-8pm . F-Sa 10am-5pm

### **Greenville Area Public Library**

330 Main St, Greenville, PA 16125

724-588-5490

Hours: T-Th 9:30am-8pm, F-Sa 9:30am-4:30pm

### **Mercer Area Library**

110 E. Venango ST, Mercer, PA 16137

724-662-4233

Hours: T-F 9:30am-8pm, Sa 9:30am-4:30pm

### **Stey Nevant Library**

1000 Roemer Blvd, Farrell, PA 16121

724-983-2714

Hours: M-Th 11am-7pm

### **Penn State Shenango Lartz Memorial Library**

177 Vine St, Sharon, PA 16146

724-983-2876

Hours: Vary based on school year

### **Thiel College Library**

75 College Ave, Greenville, PA 16125

724-589-2205

Hours: Vary based on school year



# Keystone SMILES

## AMERICORPS

**One year to make a difference**

**One chance to make your mark**

**One opportunity to serve your country**

**One experience that will change your life**

Are you community minded and  
services oriented?

You may want to become apart of making a  
difference in MCHA housing communities

AmeriCorps is a national service program that  
engages thousands of Americans in domestic  
Peace Corps; getting things done for America by  
meeting education, public safety, environmental ,  
homeland security, and other human needs. A  
term of service could be less than one year,  
depending on summer on annual service.

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MCHA has partnered with AmeriCorps for several years offering job training, and great programs for our youth. Youth activities have include: water slides, go carts, a bouncing castle, face painting, arts, crafts, theatre, and tutoring. AmeriCorps members not only offer their time but genuine love and concern for our residents.

**What being a part of the AmeriCorps team  
could mean for you:**

- A good wage
- An opportunity to receive an education award that can be used toward previous student loans or continuing education
- The best part– acquiring great team building skills with the opportunity to give back

**If you are over 18 years of age and are interested  
in making a difference and helping others,**

**please contact:**

**814-797-2127**

**for more information**



Keystone SMILES  
420 Main St.  
Knox, PA 16232



## YMCA Community Programs

**EXERCISE  
LEARN & PLAY  
AFTER THE  
SCHOOL DAY**



Children deserve more than just babysitting from their after school program, they deserve excitement and adventure while building a healthy spirit, mind and body. That is exactly what the YMCA provides. We actively engage children in fun programs, physical recreation, and activities that emphasize mental and character development. Our YMCA after school programs also provide a time and a place for helping children complete homework, express their creativity, play basketball and show self expression through drama, music, art and crafts.

This is a free program offered by the YMCA for children/teens located at the Chavers Community Center in Farrell, PA. Free supper is provided.

**CHAVERS COMMUNITY CENTER IN FARRELL**  
211 Federal St, Farrell, PA 16121

For more Information contact:

Phone- 724-704-7197

If you are unable to reach anyone at the center please  
contact the YMCA directly at 724-981-6950

E-Mail: [rstates@svymca.com](mailto:rstates@svymca.com)





The Silver Sneakers Fitness Program is offered in partnership with select health plans at no additional cost to Medicare-eligible members. Each member is entitled to a basic membership at a Silver Sneakers fitness center. The basic membership includes the Silver Sneakers Classes, other classes on your fitness center's schedule, guidance from qualified staff instructors and Senior Advisors, social activities, and the use of the fitness center and other amenities. The classes are offered at least two times per week and taught by caring, accredited instructors.

**It is never too late to start exercising!**  
**You can do this!**

**Join our Silver Sneakers group today!**



The YMCA also offers great wellness programs and classes:

- Nutrition coaching
- Diabetes Prevention
- Balance Classes
- Fully equipped gym with weights
- Open gymnasium
- Group exercise classes:
  - Cycling
  - Boot Camp
  - Pilates/Yoga
  - Zumba
  - Aquatics
  - Line Dancing
  - Aerobics
  - And more!

**Residents can join for just \$10!**  
**(must be ACH)**

**SHENANGO VALLEY YMCA**

925 N. Hermitage Road, Hermitage, PA 16148  
 PHONE: (724)981-6950  
 FAX: (724)981-6951







502 Darr Avenue  
Box 89  
Farrell, PA

724-346-5777

[www.princeofpeacecenter.org](http://www.princeofpeacecenter.org)

## Programs Offered By Prince of Peace

### **AWESOME**

AWESOME (Assistance With Education, Shelter, Organization, Money management, and Employment) offers classes to individuals who are ready and willing to take the next step in self-sufficiency. The AWESOME program classes cover topics such as proper nutrition, informed decision making, and financial planning. Each class comprises four weekly sessions, plus one make-up opportunity, and a typical month contains two separate sessions.

Funding for AWESOME branches from the Emergency Assistance program; a successful AWESOME participant is eligible to receive a stipend of \$125 to be put toward an outstanding bill or payment of his or her choice. Each individual may attend up to two regular AWESOME class sessions, for a total potential stipend award of \$250.

### **Family Supportive Services (FSS)**

Family Supportive Services (FSS) is divided into two programs:

H.O.P.E. Advocacy and F.A.I.T.H. Initiative. H.O.P.E. serves women and children, single women, and couples; F.A.I.T.H. serves men with a specific focus on fathers and their role in the family and community.

Both programs encourage the creation of a stable home and family environment, reaching important life goals (such as obtaining a GED, driver's license, or permanent housing), and finding support in the community. To further this goal, staff members and clients of both program components attend monthly support group meetings, often focused on a topic pertaining to self-improvement or better life management. Individuals or families struggling with the effects of poverty are eligible as long as they are committed to making a change in their lives and residing in Mercer County.

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### **Food Day/Soup Kitchen**

The third Thursday of every month is Food Day, the day that anyone registered with the Food Program at Prince of Peace (PoPC) can arrive to receive their food bags. Distribution times are between 9:30 AM and 12:30 PM, and between 4:00 PM and 6:00 PM. Our “food year” begins in July, so new sign-ups are typically handled in June. Mondays and Wednesday from 4:00 to 5:00 PM, PoPC hosts a community meal, free and open to the public. Volunteer groups and individuals from all over the community arrive to prepare, cook, and serve the meal, as well as to enjoy conversation with the diners. All are welcome to partake in Soup Kitchen dinners with us; it is a service to the community as a whole.

### **PA Workwear**

Similar in nature and goal to a “Dress for Success” effort, clients are referred to PA WORKWEAR through other employment services such as CareerLink, Community Action, and the welfare office. Once he or she obtains a referral and schedules an appointment with the PA WORKWEAR coordinator, the client arrives at the center to view an informational video on job interviewing and professional self-presentation, and is “suited” – provided with the proper attire for a job interview. If the client is successful in obtaining employment, he or she may return to the Center for up to five (5) “work outfits”, which can be anything from dress pants to hospital scrubs, depending on the job.

### **Thrift Store**

The store is open from 9:00 AM to 4:00 PM, Monday through Friday. Items for sale change daily – if we don’t have what you want today, try again tomorrow!

If a family comes to us in real need of furniture, clothing, or other items, their needs are addressed by a case manager and a store associate working together; often, these emergency cases receive items for free.

The Thrift Store has several special sales throughout the year. Here are a few to keep in mind:

- **\$2.00 Bag Day**: on the third Thursday of every month, purchase a bag for \$2 at the store and fill it with clothing items. The bag must be able to close and tie.
  - **\$1.00 Jeans Day**: held on the last business day of the month, every pair of jeans is on sale for \$1.00.
  - **Free-Table Wednesdays**: Free items are available outside the Center on Wednesdays, beginning at 9:30 AM, weather permitting.
-

# Text-a-tip

**Help keep your  
community SAFE!**

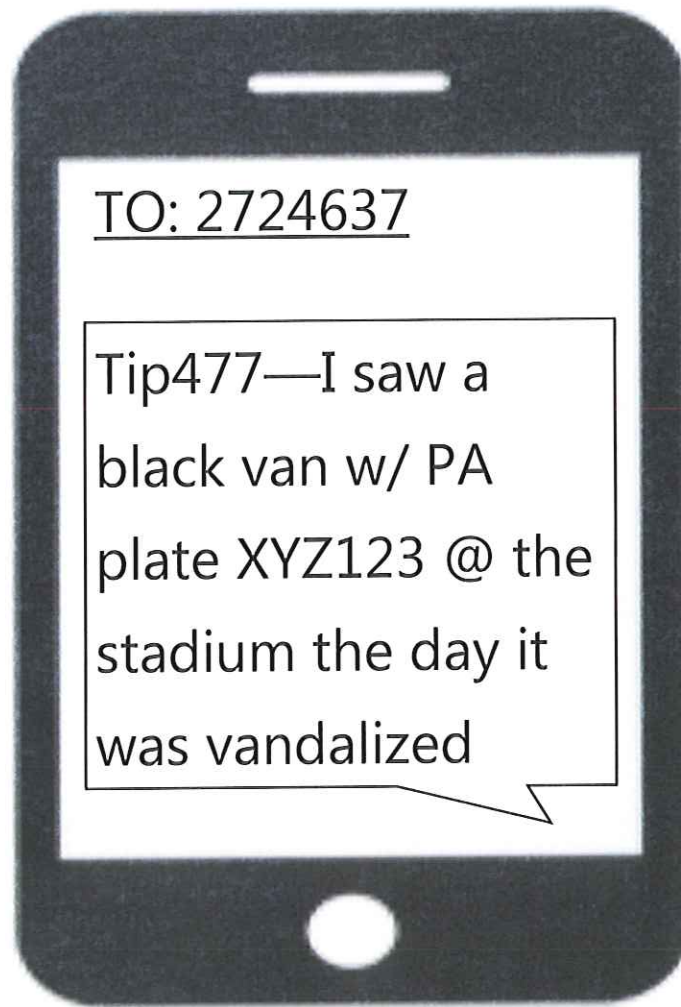
**It's as simple as  
sending a text.**

Text Tip477 and your message to  
CRIMES (274637). Your cell phone  
number will be stripped from the  
message before it is forwarded to the  
Mercer County 911 center. With your  
help, we can keep our community safe.  
Your text will remain anonymous and  
can make a change in our community.





**Text “Tip477” and  
your tip  
To 2724637 (CRIMES)**



**Get involved,  
Stay anonymous**

# **GO GREEN!**

## **Why should I go green?**

### **Go green, get green \$\$**

The average U.S. household spends \$5,550/year on energy. That's a lot of green! By cutting back on energy use (gas, water, and electric), you can save money which means more green in your pocket. You can also save green by switching to reusable items and DIY natural products instead of harsh chemicals.

### **Lead a healthier life**

According to the World Health Organization, air pollution is estimated to cause about 2 million premature deaths worldwide every year. The chemicals in traditional cleaners can cause breathing issues and headaches, or exacerbate existing health problems. By going green, you can provide a safer and healthier environment for yourself and your loved ones.

### **Better for the world**

One of the most important benefits of going green is a more sustainable world. At the rate that we are , consuming the world's resources, polluting the earth and fueling global warming, and destroying the earth's ecosystem, in no time, we would be left with nothing (no clean air, water, land and food) but an un-livable world beyond repair. We need to do something, starting today, if we do not wish to end up in that horrible state.

## **What is MCHA doing to go green?**

- Installing low flow showers and digital thermostats to help lower the cost of energy bills for the sites
- Offering recycling services throughout the site to help reduce the amount of paper, plastic, and metal waste in landfills
- Installing Energy Star appliances in units to save on energy and help reduce the cost of utilities at the sites

## **How do I go green?**

There are many easy ways to go green. The next few pages will show you some easy ways to cut energy costs, make safe DIY cleaning products, and tips on recycling.





# GO GREEN!

## **Green Cleaning Guide**

Many of today's cleaning products contain ingredients that might be harmful to your health. They can lead to breathing problems, worsening allergies, and other problems; especially for children. These ingredients can also end up in our rivers and streams, threatening our wildlife and plants and our source of drinking water. When choosing your cleaning products we recommend avoiding products with hazard labels- "Danger", "Warning", "Toxic", etc. Instead choose products that are labeled as "Non-toxic" and "Biodegradable". You can also make your own products out of simple, safe ingredients. It's easy, it's fun, and it can save you money!

## **Natural Substitutions**

There are many inexpensive, easy-to-use natural alternatives which can safely be used in place of commercial household products. Here is a list of common, environmentally safe products which can be used alone or in combination for a wealth of household applications.

- **Baking Soda** - cleans, deodorizes, softens water, scours.
- **Soap** - unscented soap in liquid form, flakes, powders or bars is biodegradable and will clean just about anything. Avoid using soaps which contain petroleum distillates.
- **Lemon** - one of the strongest food-acids, effective against most household bacteria.
- **White Vinegar** - cuts grease, removes mildew, odors, some stains and wax build-up.
- **Washing Soda** - or SAL Soda is sodium carbonate decahydrate, a mineral. Washing soda cuts grease, removes stains, softens water, cleans wall, tiles, sinks and tubs. Use care, as washing soda can irritate mucous membranes. Do not use on aluminum.
- **Isopropyl Alcohol** - is an excellent disinfectant. (It has been suggested to replace this with ethanol or 100 proof alcohol in solution with water. There is some indication that isopropyl alcohol buildup contributes to illness in the body.
- **Cornstarch** - can be used to clean windows, polish furniture, shampoo carpets and rugs.

## DIY Products

Combinations of these basic products can provide less harmful substitutions for many commercial home products. Results may vary and cannot be guaranteed to be 100% safe and effective. **Before applying any cleaning formulations, test in small hidden areas if possible. Always use caution with any new product in your home. Make sure to keep all home-made formulas well-labeled and out of reach of children!**

### **Here are some formulas for safe, alternative home care products:**

All-Purpose Cleaner	Mix 1/2 cup vinegar and 1/4 cup baking soda (or 2 teaspoons borax) into 1/2 gallon (2 liters) water. Store and keep. Use for removal of water deposit stains on shower stall panels, bathroom chrome fixtures, windows, bathroom mirrors, etc.
Bathroom Mold	Mix one part hydrogen peroxide (3%) with two parts water in a spray bottle and spray on areas with mold. Wait at least one hour before rinsing or using shower.
Carpet Stains	Mix equal parts white vinegar and water in a spray bottle. Spray directly on stain, let sit for several minutes, and clean with a brush or sponge using warm soapy water.
Marks on walls and painted surfaces	Many ink spots, pencil, crayon or marker spots can be cleaned from painted surfaces using baking soda applied to a damp sponge. Rub gently, then wipe and rinse
Oven Cleaner	Moisten oven surfaces with sponge and water. Use 3/4cup baking soda, 1/4cup salt and 1/4cup water to make a thick paste, and spread throughout oven interior. (avoid bare metal and any openings) Let sit overnight. Remove with spatula and wipe clean. Rub gently with fine steel wool for tough spots
Toilet Bowl Cleaner	Mix 1/4 cup baking soda and 1 cup vinegar, pour into basin and let it set for a few minutes. Scrub with brush and rinse. A mixture of borax (2 parts) and lemon juice (one part) will also work.
Window Cleaner	Mix 2 teaspoons of white vinegar with 1 liter warm water. Use crumpled newspaper or cotton cloth to clean. Only use the black and white newspapers, not the colored ones. Don't clean windows if the sun is on them, or if they are warm, or streaks will show on drying.



# **GO GREEN!**

## **Green Breakdown-**

### **How to make every aspect of your home green?**

#### **General Home Tips**

- Use "green" cleaning products
- Use your programmable thermostat.  
For assistance contact your property manager
- In the summer
  - Close the blinds
  - Keep the thermostat at 78when you are home
  - Turn off the cooling unit when you leave your home
- In the winter
  - Open the blinds– the sun provides free heat!
  - Keep the thermostat at 68 when you are home
  - Turn the thermostat to 55 when you leave your home
- Recycle your paper, plastic, glass, and aluminum products
- Request that maintenance fix anything broken or leaking
- Turn off lights when not in use
- Use multi-socket extension cords– they allow you to turn off all items connected to the cords
- Use compact fluorescent light bulbs (CFLs) - ask your property manager about recycling CFLs
- Buy vintage, used, and/or local furniture when possible
- Cancel the paper and magazine subscriptions you do not use and ask to be removed for catalog lists
- Clean any discolored surfaces to avoid mold or mildew growth
- Buy some houseplants to improve the air quality of your home





## **Kitchen**

- Turn on your range hood fan when cooking smoky foods
- Use sponges or cloths instead of paper towels
- Use pots and pans that are the same size as or larger than your burners
- Use the microwave instead of the oven when possible
- No refrigerator gazing! Decide what you want before opening the door
- Compost kitchen scraps
- Save energy when dishwashing by avoiding pre-rinsing, always run a full load, and air-dry the dishes at the end
- Shop with previously used or cloth grocery bags

## **Bathroom**

- Turn off the faucet while you're brushing your teeth or handling soap
- Take 5-10 minute showers
- Take showers instead of baths
- Use regular soap instead of antibacterial products
- Buy recycled toilet paper when possible
- Use less toilet paper by hanging the roll over with the paper coming over the top
- Use a cup of warm water to rinse your razor while you shave instead of running the tap

## **Laundry**

- Wash clothes only when the machine is full
- Wash cloths in cold water
- Use a laundry rack instead of the dryer when possible

## **Dining Room**

- Use reusable dishware (ceramic, metal, etc.) instead of paper or plastic products
- Eat local or organic foods when possible
- Only buy as much food as you need

# GO GREEN!

# Recycling Guide

When everyone works together we can make the best use of our planet's natural resources. When you recycle the products you use every day, like cardboard boxes, milk jugs, and soda cans, you give new life to items that used to be thrown away. You also save energy and help lower greenhouse gas emissions.

## Recycle It!

- 

## Not Ok for Normal Recycling Centers

- Styrofoam
- Paper products (used Kleenex, paper towels, paper plates, etc.)
- Plastic #6 (coffee cups, throw-away utensils, cafeteria trays, grocery store meat trays, fast-food sandwich containers, CD cases)
- Plastic bags—Recycle at designated sites, for example there is a box in the lobby of the hermitage Giant Eagle

**Make sure to empty and rinse all containers before recycling!**

## Grocery Guide

Name	Location	Hours	On Transit Route
<b>Giant Eagle</b>	2365 E State St Hermitage, PA	24 hours	Yes
<b>Save A Lot</b>	110 S Water Ave Sharon, PA	Sun-Sat. 8am-9pm	Yes
<b>MR. D's</b>	7156 Warren Sharon Rd. Brookfield, OH	Mon-Sat. 8am-9pm Sun. 8am-6pm	Contact SVSS
<b>D'Onofrio's Food Center</b>	1749 N Hermitage Rd Hermitage, PA	Sun-Sat. 8am-10pm	Yes
<b>Wal-Mart</b>	1275 N Hermitage Rd Hermitage, PA	24 hours	Yes
<b>Aldi</b>	2909 E State St Hermitage, PA	Mon-Sat. 9am-9pm Sun 9am-7pm	Yes
<b>Farrell Golden Dawn</b>	827 Sharon New Castle Rd Farrell, PA 16121	Mon-Sat. 8am-9pm Sun 9am-4pm	Yes

## Shenango Valley Shuttle Service

The Shenango Valley Shuttle Service is a fixed route bus service that serves the City of Sharon, Borough of Sharpsville, City of Farrell, City of Hermitage, and Borough of Wheatland with three routes. Getting to the bus stop: Walk to your bus stop or to the nearest intersection on the street where the bus is located. If you see a bus stop sign, wait there for your bus. If you do not see a bus stop sign, wait there anyway. SVSS buses will stop anywhere along their route, even if there is no bus stop sign. Your bus will have the route number and name on the electronic sign above the windshield. Wait for the bus to stop. If there is no bus stop sign, wave to the bus as it approaches (like you would hail taxicab). Call 724-981-1561



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# **Scrap Yards**

## **Metalico Shenango Valley**

**329 S. Dock St**

**Sharon, PA 16146**

**724-342-1030**



**Hours of operation;**

**Monday thru Friday**

**8:00am—4:00pm**

### **Items that you can take to be recycled:**

- ♦ Aluminum
  - ♦ Aluminum cans
  - ♦ Appliances
  - ♦ Brass
  - ♦ Old junk cars
  - ♦ Copper
  - ♦ Stainless Metals
  - ♦ Steel
  - ♦ Tin
  - ♦ Anything metal!
-



## **Mercer Company**

**200 Stewart Way**

**Sharon, PA 16146**

**724-347-4534**

**Hours of operation;**

**Monday thru Friday**

**7:00am—3:30pm**

**Saturday**

**7:00am-11:00am**

Mercer Company is a Full Service Scrap Metal  
Recycling Facility located in Sharon, PA.  
We pay cash for all types of Scrap Metal.

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# **Get Organized!**

## **Cleaning Secrets of Organized Families**

### **Daily Checklists**

By scheduling chores so that they're performed regularly — before the problems mushroom exponentially — the house stays cleaner, and the house cleaners do less work to keep it that way. Use these sample checklists as a start-point to develop one that's right for your household.

#### **Daily Cleaning Checklist**

Make beds  
Place dirty clothing in hampers  
Wash, dry and put away one load of laundry  
Clear kitchen counters and wipe down stovetop  
Clean kitchen sink  
Take out kitchen garbage  
Sweep kitchen floor  
Pick up family room and play areas (put away toys, remove clutter)

#### **Weekly Cleaning Checklist**

Change bed linens and bathroom towels  
Clean bathrooms  
Clean kitchen counters and wipe inside of microwave oven  
Wash or dust hard-surface floors  
Dust furniture  
Vacuum carpets and rugs  
Check entryway or porch; sweep if needed  
Review checkbook and pay bills  
Shop for groceries

### **Magic Minimum**

Even the best-run households experience rocky patches from time to time. There's a solution for busy times: a minimum maintenance shortlist to keep your home running smoothly. Think of it as a Magic Minimum. Every family has different needs, but most Magic Minimums provide for:

- Basic accounting chores (bank deposits and bill paying)
- Meals and menus (clean dishes, grocery shopping)
- Laundry (necessary clean clothing)
- Home management (once-a-day pick-up, weekly cleaning of bathrooms and kitchen)

To make your own Magic Minimum plan, list the rock-bottom essential maintenance chores that need to be tackled. A sample list might look like this:

#### **Every Day**

Load and run dishwasher  
Tidy kitchen  
Run one load of laundry, fold and put away  
Family pickup time

#### **Every Week**

Review checkbook and pay bills  
Shop for groceries  
Clean bathrooms

**Don't forget to delegate chores to every family member!**



## Tips for Organizing Kid's Rooms

### Take a child's eye view

Get down to your child's eye level to help him/her to get organized.

### Bring the child into the process

Involve your child in the organizing process. Use the organization process as a learning activity, and put the focus on the child. As his or her guide, survey what's working, what's not, what's important to the child, what's causing the problems, and why the child wants to get organized.

### Sort, Store, Simplify

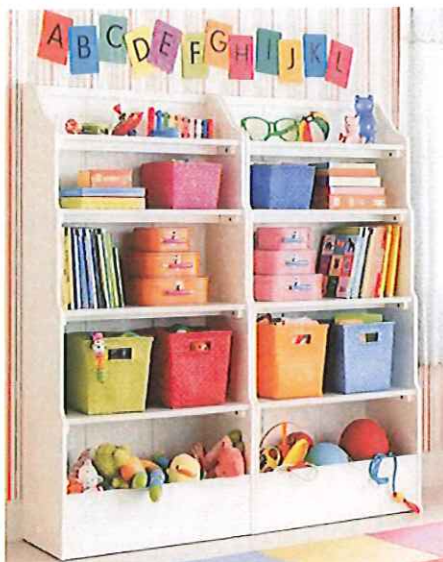
Store out-of-season or outgrown clothes elsewhere. Remove the extra clothes and store them neatly.

### Contain, Corral, Control

Use plastic containers for smaller toys, use large lidded bins for blocks, trucks, and cars. *A bonus: Containers help parents control the number of toys the child has out at one time.*

### Organize Bottom to Top

Start organizing from the bottom of the room, and work to the top. Most used toys and belongings should live on lower shelves, in lower drawers, or on the floor. Higher levels are designated for less-frequently-used possessions.



### Label, Label, Label

When it comes to keeping kids' rooms organized for the long haul, labels save the day!

### Build a Routine

The usual peaks and valleys approach to room cleaning can vex and frustrate children. Their room is clean, they play, and suddenly, their room is back to messy normal. Help children stop the cycle by building maintenance routines into the family's day. You could also incorporate a chore chart.



PA 2-1-1 Southwest is a resource and information hub that connects people with community, health and disaster services through a free, 24/7 confidential phone service and searchable online database. 2-1-1 is a FREE, accessible, 3-digit telephone number available to everyone, providing easy access to customized health, housing and human services information in one place. Assistance is confidential.

## One Number, One Resource

2-1-1 is a one-stop resource to get information about community services: no more guessing or unnecessary calls.

- Ensures that callers are directed to the appropriate agency.
- Reduces the frustration of making multiple calls.
- 24-hour service gets you the help you need when you need it.



**By dialing 2-1-1 you can get connected to other valuable resources that can also help put money in your pocket, or food on your table, or provide a referral to other resources in the community designed to assist you in achieving and maintaining stability, both financial and otherwise.**



# Veteran's Programs

## Veteran Employment Track (VET) Program



This program is offered in partnership with the Lawrence County Community Action Program (LCCAP) Participants in our Supportive Services for Veteran Families (SSVF) program who also have an employment goal are

provided specialized employment-focused services to gain and retain employment in an effort to sustain stable housing and move toward self-sufficiency. This targeted group of employment-focused

Vets and family members are provided innovative career awareness, case management, job readiness, pre-employment training, and job development to help them overcome employment barriers and connect them to local employers.

## Supportive Services for Veteran Families

Under this program, CAPMC aims to improve very low-income Veteran families' housing stability in Mercer County. CAPMC will provide eligible Veterans and their families with outreach, case management, and assistance in obtaining VA and other benefits, which may include:

- Health care services
- Daily living services
- Personal financial planning services
- Transportation services
- Fiduciary and payee services
- Legal services
- Child care services
- Housing counseling services



## Emergency Shelter Grant (ESG) Program

The ESG Program is designed to assist veterans who are homeless or at risk of homelessness. It is designed to help Veterans acquire permanent housing as quickly as possible or to attain stability in their current housing situation.

**For more information, contact:**

**Brian Flick, CAPMC Veteran Housing Advisor**

**Phone: 724-342-3532 Ext. 106**



# Financial Management Programs

## **Financial Literacy**

Do you have trouble managing your money?

Do you want to improve your understanding of financial products, services, concepts, and become empowered to make informed choices?

A financial literacy course can teach you:

- Cash flow management
- Building an emergency fund
- Banking
- Credit Card Management
- Other loans
- Credit rating
- Saving
- Identify theft



## **Credit Management & Repair Programs**

Knowledge is power when it comes to repairing your credit and CAPMC can help. Most trouble with credit reporting agencies can be resolved if you do your research. You can easily repair your own credit. Call CAPMC to find out how!

For more information, contact:  
Charles Fleet, *CAPMC Housing*  
*Counselor*

Phone: 724-342-3532 Ext. 101



# **Scholarships**

MCHA participates in two annual scholarships that are available to residents of public housing.

**Public Housing Authorities  
Directors Association  
(PHADA)**

**The Pennsylvania Association of Housing &  
Redevelopment Agencies  
(PAHRA)**

Scholarship programs are awarded annually.  
The PHADA scholarship is due annually in  
January and the PAHRA scholarship  
is due in February.



**Information and applications for these  
scholarships can be obtained through the  
MCHA Resident Services Coordinator by  
calling 724-342-4048**

# **Free Medical Clinic**

## **THE GOOD SHEPHERD CENTER, INC.**

**Free medical clinic sponsored by the  
Good Shepherd Center, Inc.**

**Tuesday Evenings**

**Registration at 5pm**

**Hosted by Zion's Reformed Church**

**260 Main St, Greenville, PA**

**Go in the front of the church**

### **Services provided on-site:**

- Acute illness treatment
- Limited chronic care
- Pre-school physicals
- Employment physicals
- Minor trauma care, sprains, and bruises
- Limited prescriptions
- Patient teaching, counseling and various chronic conditions
- Various services are not provided (listed at clinic)



**OUR CLINIC IS STAFFED ENTIRELY  
BY VOLUNTEER PHYSICIANS,  
NURSES, AND GOOD SHEPHERD  
CENTER PERSONNEL**



**Services provided at enlisted hospitals  
under Charity Care Program:**

When indicated

- Special x-rays
- Lab testing
- Tetanus shots



**Guidelines for Using Free Medical Clinic:**

- Available for persons in the Greenville, Transfer, Hadley, Fredonia, and Jamestown areas
- Cannot have medical assistance or insurance available
- Need a denial statement from public/medical assistance
- Must fall within specific income guideline
- Must have proof of income

**Guidelines for Hospital Services:**

- Application for Charity Care
- A denial statement from public/medical assistance
- Proof of income source or denial statement from public assistance

**THE GOOD SHEPHERD CENTER, INC.**

10 N. Water St Greenville, PA

724-866-1340

gscenter2016@gmail.com

[www.thegoodshepherdcenter.org](http://www.thegoodshepherdcenter.org)



Phone: 724-342-4000

Fax: 724-342-4029

[www.mchachoices.com](http://www.mchachoices.com)

@MCHACHOICES



## **Our Mission**

Mercer County Housing Authority is dedicated to enhancing the quality of life for people who need affordable, safe housing choices and supportive services in well maintained neighborhoods.

### **Applications Accepted**

Monday-Tuesday 10:00am-3:30pm

80 Jefferson Ave

Sharon, PA 16146



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