

## **Compassionate Heart Fund Distribution Policy - FINAL 21Sept17**

The following policy defines the role and responsibility of the Compassionate Heart Team regarding the procedure for requests for assistance from CSLT members, including monetary requests to the Board of Trustees.

### Purpose of the fund:

The Compassionate Heart Fund is designed to provide financial assistance to members of CSLT in accordance with our principles to empower individual self-reliance.

### Qualifications:

To qualify for monetary assistance an individual must have been a member for at least of six months.

### Empowering Self-Reliance:

The Compassionate Heart Team evaluates the members' request and determines the sources that provide the best options for supporting the members' need based on the type of need and the length of time support is needed.

Support can be provided by a social or community agency (Reference AZ 211), the Compassionate Heart Team, or by a request to the Board of Trustees for monetary assistance.

The Compassionate Heart Team supports the member by providing information and/or referral to community resources available to meet the individual's need for assistance (housing, food, transportation, other) and to provide the member with greater options for temporary or longer-term relief/support beyond the scope of the ability of CSLT to provide support.

The individual member in need is responsible for researching provided resources to determine the best fit and complying with requirements to receive agency assistance.

The Compassionate Heart Team may determine the need qualifies for assistance within the scope of the Teams' ability to provide meals, transportation, visits, etc. and provide such services for short term needs.

The Compassionate Heart Team may determine the member qualifies for limited monetary assistance and recommend the member submit an application to the Board of Trustees.

### Monetary Requests to the Board of Trustees:

The member makes a request for monetary assistance in writing to the Board of Trustees, using the application appended, providing the purpose and amount of the request and proof of need (doctor's invoice, bill, etc.).

Monetary approvals are limited to a maximum of \$200 per request and are limited to one per year per recipient or recipient family.

Funds will be disbursed to the individual, as available.