

# Wayne B. Smith COMPASSIONATE CARE FUND



## POLICY AND GUIDELINES

### Objective of this Document

1. Establish a written process for the evaluation of requests for assistance from the Wayne B. Smith Compassionate Care Fund.
2. Outline eligibility requirements and criteria for receiving assistance from the Wayne B. Smith Compassionate Care Fund.
3. Describe the process involved in the request, approval, and disbursement of monies from the Wayne B. Smith Compassionate Care Fund.
4. Describe the responsibilities of the Wayne B. Smith Compassionate Care Fund Committee and the guidelines for discharging those responsibilities.

### Biblical Basis for the Compassionate Care Fund (CCF)

The Compassionate Care Fund Policy shall be guided by the following Biblical principles:

*“If anyone has material possessions and sees his brother in need but has no pity on him, how can the love of God be in him? Dear children, let us not love with words or tongues but with actions and in truth.” (1 John 3:17-18)*

*“Let us not lose heart in doing good, for in due time we will reap if we do not grow weary. So then, while we have opportunity, let us do good to all people, and especially to those who are of the household of the faith.” (Galatians 6:9-10)*

*“All the believers were one in heart and mind. No one claimed that any of his possessions was his own, but they shared everything they had.” (Acts 4:32)*

### Purpose of the Compassionate Care Fund

The Compassionate Care Fund is a budgeted fund made available to Sayre Christian Village residents who have lived on the campus for 90 days and Sayre Christian Village employees (employed as a regular full-time employee for a minimum of one year and who are in good employment standing), by application, who are struggling financially with emergency needs during a time of crisis. Its receipts consist primarily of contributions from the community, and its expenses consist of funds disbursed for its intended purposes at the direction of the Compassionate Care Fund Committee.

Grants will be awarded as funds are available. The CCF Committee will make the final determination on all grants. The CBO Board will set aside funds as they become available for grants to eligible recipients as determined by the CCF Committee. Upon approval by the CBO Board, a portion of the Wayne B. Smith Compassionate Care Fund monies may be granted to the Sayre Christian Village Healthcare Center to help offset the revenue shortfall experienced by serving Medicaid residents.

### **Oversight and Accountability**

A committee will be appointed by the Board President to serve as the Compassionate Care Fund Committee consisting of four (4) Board Members and the Executive Director, The Human Resources Director and the Executive Director will be responsible for reviewing/screening all applications prior to them being submitted to the CCF Committee for consideration. At least three (3) members of this Committee will then be responsible for reviewing/screening the applications of members applying for assistance. These same three (3) Committee members will make a determination regarding the awarding of grants from the Fund to qualifying applicants.

### **Compassionate Care Fund Committee**

Each Compassionate Care Fund Committee member serves at the appointment of the Board President for a term of two (2) years. There is no restriction on the number of consecutive years a member may serve on the Committee. Each member of the Committee must sign a “Confidentiality” Agreement.

### **Sources of Income for the Fund**

All funds come from donations designated to the Wayne B. Smith Compassionate Care Fund. Contributions to the Compassionate Care Fund may not be earmarked or otherwise designated for a particular purpose or individual. In order to comply with IRS regulations concerning charitable contributions, all contributions to the Compassionate Care Fund must be unconditional and without personal benefit to the donor.

### **Eligibility**

Only current residents of Sayre Christian Village who have lived on campus for 90 days or regular full-time employees of Sayre Christian Village with service of at least one year and who are in good employment standing may qualify to receive assistance from the Compassionate Care Fund.

### **General Guidelines**

The Compassionate Care Fund is intended as a source of last resort, to be used only after the applicant requesting assistance has explored all other possibilities of help from family, friends, savings, or investments. The Fund is intended to help people’s emergency needs during a time of crisis.

Generally, assistance from the Compassionate Care Fund to a recipient or household cannot exceed one request within a 12-month period. The Compassionate Care Fund Committee will govern the amount of assistance offered according to the limit in place at the time of request. This limit will be determined by the Compassionate Care Fund Committee, in conjunction with the CBO Board.

Disbursements from the Compassionate Care Fund may not be made in the form of a loan. Under no circumstance is a disbursement from the Compassionate Care Fund to be considered a loan. No

disbursement may be repaid, either in part or in full, in money or in labor.

While not a requirement for every situation, a Sayre Christian Village employee applicant requesting assistance may be asked to receive financial counseling. A member requesting help must be willing to give the Human Resources Director and Executive Director permission to follow up on any of the information provided to the Committee. The Committee will be sensitive to confidential issues.

### **Compassionate Care Need Categories**

The stated purpose of the Compassionate Care Fund is to meet people's emergency needs during a time of crisis. This section lists some of the most basic needs, or circumstances, under which financial assistance may be disbursed from the Fund:

- Mortgage payments that must be paid immediately in order to avoid foreclosure on a primary residence – EMPLOYEES ONLY
- Medical expenses for resident/employee, spouse or a person claimed as a dependent on a federal tax return
- Burial or funeral expenses for a deceased parent, spouse, child or person who is claimed as a dependent on a federal tax return
- Rent that must be paid immediately in order to avoid eviction
- Requests for other needs will be considered on an as-needed basis

Although not all inclusive, below is a list of some needs that may not be met by the Compassionate Care Fund:

- Utilities (lights, gas, water) – cell phones\*, pagers & cable TV are not eligible expenses
- School expenses (i.e. tuition or fees), business investments, or anything that brings financial profit to the individual or household applying
- Payment of credit card balances- Exceptions can be made when an individual has had to use a credit card in a crisis or emergency (e.g., hospitalization, death, etc.)
- Needs of individuals who are wanted by the law or for paying fines as a result of breaking the law
- Penalties related to late payments or irresponsible actions
- Private school fees or tuition
- Legal fees
- Business ventures or investments

In the event a need cannot be met by the Wayne B. Smith Compassionate Care Fund, recommendations for further assistance can be made to the individual submitting the request.

### **Process of Applying for Assistance**

A resident or employee seeking assistance from the Compassionate Care Fund should take the following steps:

1. Obtain a "Compassionate Care Request Application" from the Main Reception Desk at each building on campus, the Human Resources Office, or the Sayre Christian Village website [www.sayrechristianvillage.org](http://www.sayrechristianvillage.org). The application must be completed fully, with all supporting

documentation attached, and returned to the Human Resources office. Incomplete applications will not be processed. The Human Resources office may contact the applicant for additional information or to schedule a meeting. They may also contact the appropriate parties to verify need<sup>2</sup>. After screening by the Executive Director and Human Resources Director, the application will be reviewed and approved/disapproved by the Compassionate Care Fund Committee.

3. The applicant will be informed of the status of his/her application no later than ten (10) business days from the Committee's receipt of the completed application.

If the Committee determines that the applicant is eligible for assistance, the applicant will be made aware of the amount and how the funds will be disbursed. Likewise, if the request is denied, the applicant will be notified.

### **Disbursement of the Funds**

All disbursements from the Compassionate Care Fund shall be made directly to the party or entity to whom payment is due. No funds will be given directly to the resident or employee requesting the assistance unless otherwise approved by the Compassionate Care Committee.