



## **MPS and ML Family Assistance Program (FAP) Guidelines**

### **Process:**

- 1) Only parents/guardians of an affected individual or an affected adult who reside in the United States and have an active membership are eligible for funds from the Family Assistance Program (FAP).
- 2) Strictest confidentiality regarding application, names and funding will be maintained by the Society.
- 3) Funds will be made available only for non-recurring, exceptional and extraordinary costs. On-going expenses incurred by members are not covered under this assistance program.
- 4) The applicant should be willing to donate the item to another Society member when it is no longer needed.
- 5) Application for assistance should be made in advance of a cost being incurred. Special consideration may or may not be made if the cost has been incurred.
- 6) Examples of potentially eligible costs are: durable medical goods, special equipment and medical aids.
- 7) Grants for FAP may be requested up to a maximum of **\$3,000.00** per affected individual, per 12-month period, dependent on available funds and the Committee's decision. Multiple grants can be submitted, not to exceed \$3,000 funded in a 12-month period. Multiple grants for one family membership may be awarded only for single user items.
- 8) A minimum of 10% (up to \$300) of the total cost of the equipment or medical aid must be funded by the applicant.
- 9) All required documentation must accompany the FAP application form prior to application being reviewed. Applications will be reviewed by the committee upon receipt of all documentation, and the MPS office will notify the applicant of the funding decision.
- 10) If the applicant has medical insurance, documentation that funding has been requested by insurance must accompany the application. The Documentation must include either a letter of denial of coverage or the written decision indicating amount insurance will pay.
- 11) The Society will issue a letter to the applicant indicating whether the application has been approved or denied and the amount of funding granted, if any.
- 12) Funding will be paid directly to the vendor/supplier upon the Society receiving an original or photocopy of the invoice/quote/estimate from the applicant. In special situations, the individual may be reimbursed with the grant funding if the cost has already been incurred.
- 13) Funding for hot tubs/spas and pools will be limited to a one-time grant of \$1500.00 per family membership. No funding will be provided for repairs, materials, accessories and upkeep of hot tubs/spa or pools.

### **Application Review**

- 1) Application will be reviewed once all of the required documentation is received.
- 2) The Family Support Committee will review a summarized version of the application and determine funding status.
- 3) A check will be made out to the vendor/supplier. This will require the applicant to supply a “quote” or invoice estimate prior to work being done. The Society will send the check to the vendor, unless other arrangements are made for the check to be delivered to the applicant for sending to the vendor.
- 4) The Family Support Committee’s interpretation of the regulations outlining the FAP and any decisions made by the Committee are binding. Appeals can be made to the Board of Directors in writing within 60 days of denial. The appeal will be reviewed at the next Board meeting.
- 5) In the event that funds budgeted for the current year are depleted, the Family Support Committee will not review additional applications that year. Applications will be accepted and reviewed after January 1.