



Family Assistance Program (FAP) Guidelines

Process:

- 1) Only parents/guardians of an individual with MPS or ML or an adult with MPS or ML who reside in the United States and have an active membership are eligible for funds from the Family Assistance Program (FAP). Applicants must be a member of the National MPS Society for a minimum of three months prior to applying. Membership should be active and updated annually.
- 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. Ongoing 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% 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 Society 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. Other documentation that may be accepted would include a denial of the specific item requested in pre-printed material provided by the insurance company.
- 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, scan, or photocopy of the invoice/quote/estimate from the applicant. In special situations, an exception may be granted upon Committee review and authorization allowing the individual to 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 required documentation is received.
- 2) The Family Support Committee will review a summarized version of the application and determine funding status.
- 3) Payment will be made 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 payment to the vendor, unless other arrangements are made in extenuating circumstances.
- 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) If 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.
- 6) If funding is approved, applicant must submit receipts as appropriate and accept funds within 90 days. Items not funded within 90 days of approval will require resubmission.