



SPECIAL FINANCIAL ASSISTANCE POLICY

Rationale:

Cystic Fibrosis Tasmania (CFT) recognises that Cystic Fibrosis (CF) is a highly expensive condition that often stretches families or individuals' resources. The care required for an individual, or child, often precludes full time employment, resulting in both financial and emotional stress. Relief of this stress allows the parent or individual to focus on health care, maximising their ability to cope with CF.

The Special Financial Assistance Policy links to one of the three pillars of CFT's 2018-22 Strategic Plan – Services: Delivering services to our members that meet their needs and provide support.

Definitions:

"Authorised Person" means, but is not limited to, a parent, carer, grandparent, sibling, spouse, partner or Medical or Allied Health Professional.

"Executive Member of the Committee" means a member of the CFT Committee who holds the position of President, Vice President, Secretary or Treasurer.

"Financial Year" means the financial year of CFT which is 1 January to 31 December in each year.

"Special Financial Assistance" refers to monetary assistance requested by Cystic Fibrosis Tasmania (CFT) members with Cystic Fibrosis (CF) or by an Authorised Person on their behalf.

Purpose:

This policy aims to alleviate some of the financial pressures on those living with CF and their families.

Policy:

1. CFT will provide financial assistance to members with CF where provision of the assistance is essential to the health or emotional well being of the person affected by CF. This includes, but is not limited to, paying bills, assisting with moving expenses, clinic travel expenses and funeral expenses.
2. Application for Special Financial Assistance may be made by the CFT member, or an Authorised Person on their behalf.
3. The member applying for financial assistance must be a current, paid up member of CFT, join CFT for a minimum of two years, or renew their membership for a minimum of two years, to be eligible for assistance.

4. CFT will only provide financial assistance when it can be demonstrated that all other avenues of assistance have been exhausted.
5. Financial Assistance **does not** include services requested by Allied Health Professionals or other medical staff. The provision of items such as special medical equipment or counselling are provided for under separate CFT policies.
6. A limit of \$750.00 per year will apply to each individual or family.
7. Special requests for financial assistance over the \$750.00 annual limit will be considered, provided exceptional circumstances can be demonstrated.
8. Amounts over \$750.00 will only be provided for medical or health related expenses.
9. Applications for financial assistance are to be made on the “Special Financial Assistance Application Form”.
10. Funds will not be provided to non-CFT members.
11. The Executive Officer may approve applications up to \$750. Any requests for assistance of more than \$750 require the approval of the Executive Officer and one Executive member of the Committee.
12. In the absence of the Executive Officer, the Executive Assistant will seek the approval for the payment of one Executive member of the Committee prior to processing any application.
13. The applicant may be asked, where appropriate, to provide tax invoices as proof of expenses. If this documentation is not forthcoming the application may not be approved.
14. Where possible, payments will be made to a service provider, or via vouchers or goods, rather than as cash payments to an individual member.
15. Cash assistance is to be provided to members via electronic banking.
16. Assistance is provided on the understanding that the money is not to be used for any other purpose than requested.
17. The annual limit set out in this year policy does not include any financial assistance that is provided for access to other member services under separate policies as these are regarded as additional benefits provided to CFT members.

Date approved by Committee: 12 July 2017
Revision date: 12 July 2021