



## **FINANCIAL AND ACCOUNTING POLICIES**

### ***Introduction***

The purpose of this document is to describe the Finance and Accounting policies of the Mitchell Thorp Foundation.

### ***1. Award for Financial Assistance***

***Mitchell Thorp Foundation*** adheres to the following practices in determining awards for Financial Assistance:

#### ***a. Eligibility***

- i. Awards are provided only to families with one or more children (0-21 years of age) afflicted with a life-threatening illness, disease, or disorder.
- ii. “Life-threatening” is interpreted on a case-by-case basis by the Mitchell Thorp Foundation board and can include situations wherein there is a severe risk of loss of life and/or severe alteration of a normal style of life.
- iii. The child named on the family's application must be currently receiving medical treatment, or no more than six months shall have passed since the child's last treatment (families may re-apply for assistance in the event of relapse after a period of remission). The child-in-need and/or the child parents must be citizens and/or lawful permanent residents of the United States.
- iv. Awards are presented only to qualified children and families residing in the United States and approved by the Board of Directors. Each grant is customized per family to their most urgent need. One grant per year.
- v. Children that have had a medical crisis more than 12 months are encouraged to set up a fundraising page on the Mitchell Thorp Foundation website. An allocated fund is made for each child and family. Funds raised for their child can be used to pay bills as long as there is money in the account. The foundation pays these bills as a service to the family, as the foundation pays the vendors directly.



***b. Application - Process***

- i. Families wishing to apply for assistance must complete and submit an on-line application and email digitally or print and fill in application for assistance.
- ii. Applications shall be available for download on the ***Mitchell Thorp Foundation*** website and shall also be made available to all prospective applicants upon request.
- iii. Applications must include all requested information, including financial background information, tax returns (first 2 pages), 2-3 photos of the child in treatment and one with the family, to help tell their story. A physician's statement/diagnosis, and a social worker statement when applicable.

***c. Application Review and Disposition***

- i. Applications for assistance are reviewed by the ***Mitchell Thorp Foundation Financial Assistance Committee***. The committee is responsible for ensuring that due diligence is exercised in reviewing all applications. The committee review process shall include the following steps unless one or more of these steps proves impractical to exercise in each case.
  1. Interview with the family
  2. Visit to the family's residence.
  3. Interview with the assigned social worker (if applicable)
  4. Review of financial records
  5. Assessment of immediate and long-term needs for assistance
- ii. Based upon its case review, the ***Financial Assistance Committee*** shall prepare and present a case summary to the Board of Directors. This report shall include:
  1. A recommended determination of eligibility for assistance, along with completed application.
  2. For cases where eligibility for assistance is recommended, an estimate of short-term and long-term expenses.
  3. Grant amounts are determined case by case.



## ***2. Payment of Financial Assistance***

***Mitchell Thorp Foundation*** adheres to the following practices in handling financial assistance payments:

- a. Payments may only be made on behalf of eligible families based upon board approval.
- b. The following categories of expenses shall be paid directly to the vendor.
  - i. Outstanding Medical Bills (no earlier than 3 months prior to application approval and or to date and not in collection)
  - ii. Health Insurance Premiums
  - iii. Health Insurance Deductible Payments
  - iv. FDA-Approved Medical Treatments
  - v. Experimental Medical Treatments (board approval required)
  - vi. Alternative Medical Treatments (not covered by insurance)
  - vii. Hospital and Doctor Fees
  - viii. Medically related physical therapy
  - ix. Rehabilitation Fees
  - x. Electronic Equipment
  - xi. Medically related vehicle modifications
  - xii. Durable Medical and Physical Therapy Equipment
  - xiii. Medical equipment and supplies for patient (catheter, supplies, over counter drugs, etc.)
  - xiv. Home healthcare expenses
  - xv. Mortgage, Rent, and/or utilities, maximum of 3 months. When government assistance is available Mitchell Thorp Foundation does **not** cover these expenses.
  - xvi. Phone expenses
  - xvii. Childcare, tutoring and related expenses (as required to care for other children while the parent is not available to do so)
  - xviii. Food (gift cards)
  - xix. Gasoline (gift cards)
  - xx. Car repairs needed for transportation to medical appointments
  - xxi. Rental Cars for out-of-state medical appointments
  - xxii. Hotel stays for out-of-town treatment, up to 2 weeks
  - xxiii. Mental health counseling service for affected child, parents and siblings, up to 10 visits.



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- xxiv. Home modifications required by medical condition
  - xxv. Burial expenses for families previously approved for assistance, up to \$1,500.
  - xxvi. Services not included above but included in the *Mitchell Thorp Foundation* Programs Document.
- c. The following categories of expenses are not eligible for payment or reimbursements
- i. Cable Television
  - ii. Lost Wages
  - iii. Past COBRA and Insurance bills
  - iv. Insurance (other than health insurance)
  - v. Taxes
  - vi. Legal support or judgements
  - vii. Reimbursement of expenses paid prior to application approval