

40&8 - Charles W. Ardery Memorial Child Welfare Trust Fund



CLAIM **GUIDELINES**



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40 & 8 — Charles W. Ardery Memorial
Child Welfare Trust Fund*

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ARDERY MEMORIAL TRUST FUND

The primary function of the Charles W. Ardery Memorial Child Welfare Trust Fund Disbursement Board, herein referred to as the Disbursement Board, is to provide reimbursement of funds expended by Voiture Locales or Grandes in responding to the emergent needs of children less than 18 years old. Emergent situations within their area of jurisdiction are to be the prime consideration, and should be addressed by the applicable Voiture Locale or Grande, where established relief and/or civic agencies (Red Cross, churches, welfare, etc.) are unable or unwilling to respond, in a prompt and timely manner. In qualifying emergent situations, the Disbursement Board can provide one-time assistance. Under no circumstances however, will the aid available through the Disbursement Board, replace that which is available through established agencies.

Disbursement Board claims are to be submitted to Voiture Nationale ("Attn: Disbursement Board"). Claims received will be considered by the Disbursement Board in a timely manner, and a decision will be rendered by the Disbursement Board. The decision of the Disbursement Board is final.

Claims may be submitted by either a Voiture Locale or Grande Voiture. A claim submitted by a Voiture Locale must be submitted through their applicable Grande. A claim being submitted by a Grand Voiture however, should be submitted directly to Voiture Nationale. Claims **MUST** be submitted in a timely manner, and on an official authorized program claim form. Claim forms are available from Voiture Nationale or at www.fortyandeight.org. Any and all information and evidence requested on the claim form must be provided at the time of the claim. Furthermore, the claim form must be signed by the applicable and authorized Voiture and/or Grande representatives. Funds expended by a claimant will **NOT** be reimbursed unless the purpose for such expenditure is authorized under the provisions of the Disbursement Board, and the established rules of the program.

Only children 17 years old or younger are eligible for Disbursement Board assistance. The maximum claim allowance per child is \$200.00, and the maximum claim allowance per family (four or more children) is \$800.00. The established maximum claim limits are discretionary, and may, under the most serious consequential situations, be exceeded with the unanimous approval of the Disbursement Board. Should a claimant organization seek to submit a claim which exceeds the established maximum claim allowances, **it must receive approval to do so in advance of such submission**, by contacting the Disbursement Board Chairman, or in the absence of the Chairman, the Correspondant National.

NOTE: Such advanced approval by the Disbursement Board Chairman or Correspondant Nationale does NOT constitute or guarantee approval of the claim. Such advanced approval ONLY guarantees that although the claim in question exceeds the current established claim limits, it will still receive the consideration of the full Disbursement Board. As with all qualifying claims submitted to the Disbursement Board, majority approval of the full Disbursement Board will still be necessary for full or partial reimbursement of the amount of the claim in question.

TYPES OF CASES THAT WILL BE CONSIDERED

The emergent need of children is the primary concern of the Disbursement Board. For purposes associated with the Disbursement Board, emergent is defined as:

“A serious situation or condition which has arisen unexpectedly; and poses a threat to the physical and/or mental well-being of a child; and demands prompt corrective action.”

Such occurrences would be those caused by Acts of God (an extraordinary interruption by a natural cause [flood, earthquake, tornado, hurricane, tsunami, volcano, fire, etc.] of the usual course of events that experience, prescience, or care could not reasonably foresee or prevent).

Additionally, emergent situations can also be caused by, but are not limited to, civic disaster or unrest, domestic trauma or other such unanticipated occurrence of life. Examples of such would be a terrorist attack or other such acts of war; group demonstrations; life or quality of life threatening health conditions; loss of parental support; and the inability or unwillingness of the applicable and responsible public agencies to respond in a rapid and timely manner, and more.

Applications involving replacement of clothing. As situations vary from child to child, area to area and season to season, the Disbursement Board will accept without further explanation the following wearing apparel, provided cost does not exceed the applicable established allowance limits. The claimant Voiture Locale must designate at least one Voyageur to be responsible for supervising and approving all clothing purchases. Said responsible individual should make every effort to secure a discount for any and all such purchases.

1. Underclothing – Minimum 3 complete changes. Maximum 6 changes.
2. Socks – 6 pair.
3. Outer clothing – Minimum 2 changes, maximum 3 changes (may include pants, jeans, shorts, shirts, dresses, blouses, etc.).
4. Night wear – Pajamas (Minimum 2 changes). Robe (Maximum 1 each).
5. Shoes – 1 pair of street shoes, and if required, 1 pair of gym shoes.
6. Seasonal wear – Sweater, sweat shirt, coat, jacket, mittens, gloves, hat, cap, scarf, overshoes and/or boots, etc. (Maximum 1 each as season demands).
7. Accessories – Belt, tie, etc. (Maximum 1 each).

The purchase of designer clothing (jeans, shirts, shoes, etc.) must be avoided. Purchase cost of any clothing item should NOT exceed the nominal cost available at nationally recognized major discount department stores. A listing, indicating size, description, detail and price of each item of clothing purchased for each child, must be attached to the claim. Reimbursement of any item which exceeds the nominal cost, unless fully justified, will be denied.

Applications involving subsistence. Food, rent, utilities, fuel and other necessary items should be weighed very carefully in regard to the situation. In most cases, alternative sources of assistance are available. Food stuffs should be purchased in sufficient amounts to endure until other reliable means and sources for such become available. Food stuffs must be purchased on a need and not on a want basis. Items such as candy, pop, cigarettes, toys, etc, should NOT be included. However, paper goods (napkins, toilet tissue, etc.); personal hygiene items and laundry detergent may be purchased in sufficient quantities to satisfy the current need. Staple foods should be bought in quantities that are necessary, applicable and most cost effective. If perishable foods are purchased, the quantity should not exceed the need or the available storage capacity.

Applications involving medical expenses. Situations demanding medical expenses for children should be weighted very carefully, as in most cases civil agencies will handle these. The actual trust fund document prohibits the Trust from contributing to other funds being raised for a specific child. If proper and supporting justification is presented however, the Disbursement Board may consider and approve claims for reimbursement which involve medical expenses for examinations, to determine the cause or extent of the illness. After the cause is determined, established agencies must take responsibility to effect the cure. All those providing services should be requested for a charity discount. Hearing aids, glasses, orthopedic devices, etc., may be purchased. However, care should be taken to see that devices as mentioned, but not necessarily limited to the above, are obtained at the most reasonable cost and take advantage of any and all available discounts.

MINIMAL CRITERIA FOR THE SUBMISSION OF A CLAIM

In completing the application, one must realize that he/she is presenting to the Disbursement Board, the claimants justification for having made assistance available, and for the expenditures for which reimbursement thereof, is being requested. The Disbursement Board has established the following **minimal criteria** which every claim must meet. Failure to do so will result in processing delays and/or disapproval of the claim.

1. Program claims **MUST** be submitted on the correct form; they **MUST** be complete and legible and; **ALL** applicable and required supporting documentation **MUST** be attached.
2. **ALL** signatures on the claim form **MUST** be original. Rubber stamp or other such mechanical or electronic signature duplication will **NOT** be accepted.
3. All applicable and supporting **ORIGINAL** purchase receipts **MUST** be submitted at the time of the claim.
4. Copies of **ALL** applicable cancelled checks (front and back), and/or credit card receipts associated with any purchase receipts presented, **MUST** be submitted at the time of the claim.

5. If the purchase or other financial obligation represented in the claim was satisfied by cash, the claimant (Voiture or Grande), **MUST** attach a statement attesting to the facts of the purchase or financial obligation. Said statement must be signed by both claimant organization Chef de Gare, and either the applicable organization Correspondant or Child Welfare Chairman.
6. Claims resulting from natural disasters such as flood, tornado, hurricane, fire, earthquake, tsunami, volcano, etc., **MUST, as a minimum**, include one or more of the following evidentiary items.
 - a. Picture(s).
 - b. Newspaper article(s).
 - c. Copy of Police, Fire or other Local, State or Federal Government Department, Agency or Administration report(s).
 - d. Insurance company report(s).
 - e. Verified witness statement(s) and affidavit(s), etc.
7. All documentation and evidence supporting the fact(s) merit(s) and circumstance(s) of the claim as submitted **MUST** be presented at the time of the claim. Absence of such will result in disapproval of the claim.

THESE GUIDELINES ARE NOT INTENDED TO COVER EVERY SITUATION!

Each deserves to be weighed on its individual facts, merits and circumstances. If, in the opinion of a claimant organization, a situation is believed to be emergent, as defined for the purpose of this program and for which reimbursement is requested, then the basis for such determination must be fully explained and justified to the Disbursement Board.

A claimant organization (Voiture Locale or Grande Voiture) must always remember that it is spending its member's money first, and that subsequent reimbursement and return of such is never guaranteed, and must never be assumed. Program guideline questions should be directed the Voiture Nationale.