



# JOHA FOUNDATION ASSISTANCE PROGRAM POLICIES AND PROCEDURES

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## **Policy and Procedures**

### **Individual Requests:**

This policy requires that patients or their guarantors apply for assistance by completing an application for assistance and provide necessary consent form and proof of income. Application must be completed and documentation provided in order for a request to be considered. If applications for assistance are incomplete, the patient, or patient's guarantor, will be asked to provide missing information/documentation before an applicant's eligibility is determined.

An internal committee, made up of three Foundation Committee Members, will review the applications for assistance on an as needed basis. The Board & Committee retains the absolute discretion to allow or disallow assistance and because the JOHA Foundation is a charity, there is no guarantee that funding will be available.

The applicant will be notified of the eligibility decision in writing within a 2 week period. If an applicant is deemed eligible, a check will be sent as per the set disbursement schedule and qualifications listed below.

All Assistance Program payments made to patients or to their insurance company will be made via check. Patients who have already received the maximum assistance allowed (determined upon approval) must resubmit an updated application and documentation as outlined herein in order to receive additional assistance.

If an applicant is deemed not eligible, the patient may re-apply at any time if there has been a change of income or other considered factor.

### **Organization Requests:**

This policy requires that all Organization requests for assistance must complete an application for assistance and provide the necessary information. An Organization will be asked to provide amount requested and reason for request before a determination can be made.

An internal committee, made up of three Foundation Committee Members, will review the applications for assistance on an as needed basis. The Board & Committee retains the absolute discretion to allow or disallow assistance and because the JOHA Foundation is a charity, there is no guarantee that funding will be available.

All Assistance Program payments made to organizations will be made via check within a 2 week period. Organizations that receive assistance must resubmit an updated application and documentation as outlined herein in order to receive additional assistance.

**Guidelines for Disbursement for Individuals:**

The following set disbursements will be made:

~ Prescription Orthotics	\$250.00
~ Wigs	\$100.00
~ RX Assistance	Maximum of \$250 per application request
~ Nutrition Assistance	Maximum of \$250 per application request
~ Transportation Assistance	Maximum of \$250 per application request
~ Miscellaneous Assistance	Maximum of \$250 per application request