

DISTRICT 13-F LIONS, INC.
DISTRICT 13-F EYE CARE ADVISORY COMMITTEE
PROCEDURES

NOTE: Effective July 1, 2016 – “District 13-F” shall be changed to “District OH 5” throughout this document

- 1- **Purpose of Committee:** The purpose of the Lions District 13-F Eye Care Fund Advisory Committee (the “Committee”) shall be (1) to review and approve applications for financial assistance to individuals in obtaining needed vision care, including eye exams, eye-related medical procedures, and acquisition of eye glasses, in cases of demonstrated financial need where other sources of assistance have been exhausted or are unavailable,¹ and to recommend to the Ohio Lions Foundation that payment for such services be made from the District 13-F Eye Care Restricted Fund of the Ohio Lions Foundation (the "District Eye Care Fund"), (2) to solicit contributions for the District Eye Care Fund, and (3) to serve as the advisory committee for the District Eye Care Fund.
- 2- **Grant Request:** Grant requests must be submitted through a Lions Club or a Lions-related organization (for example, Pilot Dogs, the Central Ohio Lions Eye Bank, or a university receiving OLF Helen Keller Scholarships (OSU Office of Disability Services).)
- 3- **Application Form:** The Committee will create a grant application form which will be made available to all Lions Clubs within the District.
- 4- **Geographical Limitation:** Generally, grant recipients must have their legal residence located within the boundaries of District 13-F
- 5- **Disqualified recipients:** Lions Club members and their families are ineligible to receive assistance. (members of the family shall include spouse, ancestors, children, grandchildren, great-grandchildren and the spouses of the spouses of the children, grandchildren and great-grandchildren)
- 6- **Maximum amount of grants:** Generally, the maximum amount an individual grant recipient may receive is limited to \$3,000.00.
- 7- **Financial Need:** Financial need will be determined with reference to 200% of the Federal Poverty Guidelines. The current income guidelines will be attached to the grant application.

¹ See Ohio Lions Foundation Governance Document for the District 13-F Eye Care Restricted Fund.
“(c) Purpose of Fund: The purpose of the Fund shall be to provide financial assistance to individuals in obtaining needed vision care, including eye exams, eye- related medical procedures, and acquisition of eye glasses, in cases of demonstrated financial need where other sources of assistance have been exhausted or are unavailable.”

- 8- Payment of grants: Grants shall generally be made payable to the medical provider rather than to the individual patient.
- 9- Privacy Policy: The individual requesting the grant should authorize his medical provider to communicate with the Advisory Committee in writing regarding the patient's medical need. Medical necessity shall be based upon the certification of the patient's medical provider. Protected medical records (HIPAA) should not be submitted to the Committee.

Financial need will be based upon the completed application form accompanied by a redacted copy (social security number marked out) of the most recently filed federal income tax return. The financial information and the redacted copy of the tax return will be retained by the Chairman of the Committee.

- 10- Contributions to the Fund: Checks for contributions to the Fund should be made payable to "the Ohio Lions Foundation" with a notation on the memo line "District 13-F Eye Care Restricted Fund" and mailed to the Chairman of the Committee.