

DISTRICT OH5 LIONS, INC.

DISTRICT OH5 EYE CARE ADVISORY

COMMITTEE POLICY MANUAL

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Article I – Purpose of the Committee

The Lions District OH5 Eye Care Fund Advisory Committee (“Committee”) shall:

1. Review and approve applications for financial assistance to individuals requiring vision care, including but not limited to:
 - Eye examinations
 - Eye-related medical procedures
 - Acquisition of eyeglassesAssistance will be considered only in cases of demonstrated financial need where all other sources of assistance have been exhausted or are unavailable. Approved applications will be recommended to the Ohio Lions Foundation (OLF) for payment from the District OH5 Eye Care Restricted Fund (“District Eye Care Fund”).
 2. Solicit contributions for the District Eye Care Fund.
 3. Serve as the advisory body for the District Eye Care Fund.
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Article II – Grant Request Procedures

Section 1 – Submitting a Request

All grant requests must be submitted through:

- A chartered Lions Club within District OH5, or
- A Lions-affiliated organization (e.g., Pilot Dogs, Central Ohio Lions Eye Bank, or a university receiving OLF Helen Keller Scholarships such as the OSU Office of Disability Services).

Section 2 – Application Form

The Committee shall create and maintain a standardized grant application form, which will be distributed to all Lions Clubs within District OH5.

Article III – Eligibility Requirements

Section 1 – Geographic Eligibility

Applicants must generally have their legal residence within the boundaries of District OH5.

Section 2 – Ineligible Recipients

Lions Club members and their families are not eligible to receive assistance.

For the purposes of this policy, “family” shall include:

- Spouse
- Ancestors
- Children, grandchildren, and great-grandchildren
- The spouses of children, grandchildren, and great-grandchildren

Section 3 – Financial Need

Financial eligibility shall be determined with reference to 200% of the Federal Poverty Guidelines. The current income guidelines shall be attached to the application form.

(Reference: Ohio Lions Foundation Governance Document – District OH5 Eye Care Restricted Fund, Section (c) Purpose of Fund.)

Article IV – Grant Limitations

Section 1 – Maximum Amount

The maximum grant amount per individual recipient shall generally be limited to \$3,000.00.

Section 2 – Payment of Grants

Grants shall generally be made payable directly to the medical provider, not to the individual recipient.

Article V – Privacy and Documentation

Section 1 – Privacy Policy

Applicants must provide written authorization for their medical provider to communicate with the Committee regarding the medical need.

- Medical necessity must be certified by the applicant’s medical provider.
- HIPAA-protected medical records should not be submitted to the Committee.

Section 2 – Documentation of Financial Status

Applicants must submit:

- A completed application form
- A redacted copy (Social Security number removed) of the most recent federal income tax return

This documentation will be retained by the Committee Chair.

Article VI – Contributions to the Fund

All contributions shall be made payable to *Ohio Lions Foundation*, with “District OH5 Eye Care Restricted Fund” noted on the memo line, and mailed to the Committee Chair.