



Transplant Fundraising Program – Access to Care Matched Account Guidelines

Subject to Access to Care guidelines, matched funds will be available to those who have been accepted as a transplant candidate, and who are currently raising money specifically designated for post-transplant expenses. The maximum grant per client is \$10,000 and is contingent on continued availability of Georgia Transplant Foundation (GTF) Program funds. Clients must have a GTF account in order to receive the matched funds.

While GTF has not established a fundraising goal for you, we do encourage you to raise \$10,000 to take advantage of the full match. To assist you in this process, we provide Fundraising Training Seminars to teach creative ways to raise money in your community. You have **one year** from the date of your acceptance to raise funds that will be eligible for match through this program.

If you have a matched account, you are reimbursed and matched **AFTER** the transplant once you begin to buy/pay for your prescription post-transplant medications and/or approved post-transplant related expenses.

ENROLLMENT PROCESS

To enroll in the Access to Care matching funds program you must complete the GTF application prior to transplant. Included with the application you must provide the following:

- Proof that you have lived in Georgia for at least six (6) months prior to applying to the program: copy of a six-month-old bank statement, six month old utility bill, a copy of your driver's license or a six month old document with your GA address.
- Proof of current income: copy of your most recent income tax return, social security income statement or pay stub.
- Proof of all insurance: a copy of your insurance card, Medicare card and/or Medicaid card. If you are uninsured, please note that on the application.

You must be accepted into the program **prior** to your transplant.

When your application is received, GTF will contact your transplant center to verify your transplant status.

Your application will be reviewed for financial need, transplant coverage gaps of insurance and/or requirements placed on you from your transplant center.

You will be notified within 30 days if you are accepted or denied into the Access to Care program and eligible for matched funds.

GTF will match what you deposit in your GTF account during your first year in the program (your year begins on your program approval date), up to a maximum of \$10,000. Funds are available to be used after your transplant even if your transplant occurs more than one year from your approval date.

Once approved, you will be sent a client agreement to sign and return. You are not enrolled until this client agreement is returned to GTF.

SETTING UP YOUR GTF ACCOUNT

Once your application is accepted and you are enrolled in the program, GTF will set up a fundraising account for you. You will be provided blue deposit envelopes for sending in funds. **These blue envelopes are for TFP clients only, not their contributors.** GTF will not mail acknowledgement (thank you) letters to the contributors of the checks/money orders mailed in the blue envelopes because it will assume that the client has received the checks/money orders first and have already acknowledged the donor with a letter of thanks.

When online contributions are made, the contributor will receive an email version of an acknowledgement letter.

It is required that Access to Care clients not have any other fundraising accounts open while an account exist with GTF. This is a requirement for the program and failure to comply is grounds for cancellation of the contract.

It is the client's responsibility to inform GTF of any change of contact information i.e. phone number, address, change of transplant center, etc.

DEPOSITING FUNDS INTO YOUR GTF ACCOUNT

Deposits are made by mailing funds to GTF in the blue envelopes that will be provided to you. The envelope will include the deposit slip that you will complete to make deposits. **These blue envelopes are for TFP clients only, not their contributors.** GTF will not mail acknowledgement (thank you) letters to the contributors of the checks/money orders mailed in the blue envelopes because it will assume that the client has received the checks/money orders first and have already acknowledged the donor with a letter of thanks.

If you would like to send your own personal acknowledgement (thank you) letters to your contributors, please have your contributors mail the checks (made payable to GTF) directly to you/your fundraising committee and then you can forward the contributions to GTF.

Deposits may be made by check, money order, or credit card online. No cash will be accepted.

All funds sent to GTF will be deposited into your GTF account and held until you receive your transplant.

Any money sent to GTF in your honor, by a third party, will be deposited in your GTF account. GTF will send a letter of acknowledgment for the contributions that are received directly in the GTF office.

You and/or your volunteer committee are responsible for the thank you/acknowledgement of contributions given to you and deposited by you in your GTF account.

When online contributions are made, the contributor will receive an email version of an acknowledgement letter.

All checks should be made out to Georgia Transplant Foundation with the memo section noting: "In Honor of (your name)." Checks should be mailed to GTF, 6600 Peachtree Dunwoody Road, 600 Embassy Row, Suite 250, Atlanta, GA 30328, ATTN: Transplant Fundraising Program.

Gifts made by credit card will be subject to processing fees by the bank.

GTF charges a 3% administrative fee on deposits made to your GTF account.

FUNDRAISING ACTIVITY

GTF does not do the actual fundraising for you; you and your volunteers will conduct the actual fundraising campaign.

GTF will serve as a consultant by providing ideas, personal webpage, materials, resources, procedures and additional support.

Fundraising Training Seminars are taught monthly by GTF Staff in Atlanta and in 8-9 areas around the state in conjunction with our Trends in Transplant Conferences.

Soliciting corporations or foundations that do not have a personal connection with the client generally are not successful since bylaws usually restrict gifts to individuals. **GTF must give prior approval before such solicitation is attempted.**

You will have one year from the date of your approval to raise funds that will be eligible for GTF match.

You will have the ability to create a GTF based personal webpage. After acceptance into the program you will be given information on how to set up your personal fundraising page. This page will include a brief personal statement, photo and a calendar for future fundraising events. You will be able to direct friends and family to this page to make online donations directly into your GTF account and to find out more information about your upcoming fundraising events.

NOT TRANSPLANTED, TOO SICK TO TRANSPLANT, OR FAILURE TO SURVIVE

In the event that a TFP client is not transplanted or is too sick to transplant, all money remaining will be transferred to an **unmatched** account where unpaid, legitimate medical expenses will be reviewed for payment for up to three years. *These reimbursements are not matched by GTF funds.* Legitimate medical expenses include medication, medicine co-pays, hospital deductibles, hospital co-pays, doctor's co-pays, COBRA payments and insurance premiums.

In the event of death, all money remaining will be transferred to an **unmatched** account where unpaid, legitimate medical expenses will be reviewed for payment for up to three months. *These reimbursements are not matched by GTF funds.* Legitimate medical expenses include medication, medicine co-pays, hospital deductibles, hospital co-pays, doctor's co-pays, COBRA payments and insurance premiums.

The GTF Advisory Council may disburse up to a maximum of \$5,000 towards funeral expenses paid directly to the funeral home. This disbursement is based on funds available in your account and it is not matched by GTF.

The person authorized to request withdrawals, as indicated on the application may submit a request for eligible expenses for a period of three months after a client's death.

Based on review of need, GTF will consider paying mortgage or rent for up to three months after the death of a client. This request must be in writing and proof of financial need must be demonstrated. This is not matched by GTF.

Should there be any funds remaining in your account following the above disbursements, the Advisory Council will authorize the transfer of funds to support the Transplant Fundraising Program. These funds shall remain the property of the Georgia Transplant Foundation.

Funds disbursed under these guidelines are taken from the balance of your GTF account and are not eligible for GTF match. The above items are only payable to the extent there are funds in your GTF account.

ACCOUNTING FOR FUNDS

GTF maintains audited financial records assuring fiscal accountability for money received and disbursed.

These funds will be disbursed by GTF for your post-transplant related expenses. Please reference GTF information for approved post-transplant related expenses.

GTF staff will oversee the deposits, administration and disbursement of all contributions.

In order to help defray the cost of its services, GTF will retain the interest earned on funds deposited.

GTF will maintain complete and accurate records of all funds raised and will provide a quarterly statement of all funds donated directly to GTF in honor of a patient, all funds disbursed and any applicable bank fees. **In compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPPA), account balances will not be given by telephone.**

GTF will send a letter of acknowledgment for contributions that are received directly in the office on your behalf.

When online contributions are made, the contributor will receive an email version of an acknowledgement letter.

We acknowledge that all funds raised for the transplant have been donated by the patient, family, friends and/or the public, and that both the patient/client and GTF will be held strictly accountable by the public for all funds raised.

There is a minimal bank fee of an average of 2.85% per transaction for credit card donations charged to the TFP client.

GTF charges a 3% administrative fee on deposits made to your GTF account.

REIMBURSEMENT OF EXPENSES POST TRANSPLANT

The funds in your GTF account will be disbursed for your post-transplant related expenses. Post-transplant expenses are defined as those reasonable expenses that are caused by the transplant **after** the transplant has occurred.

The following are considered reasonable post-transplant related expenses for which the funds may be used as outlined in Transplant Fundraising Program guidelines:

- Prescription drugs necessitated by the transplant for the client.
- Medical bills and co-pays related to the transplant for the client, subject to \$1,000.00 maximum if in the matched program.
- Travel, lodging and food expenses during the client's transplant for one (1) caregiver. If the client is a child under 18 years of age, travel, lodging and food expenses during the client's transplant for two (2) caregivers, subject to \$1,000.00 maximum if in the matched program.
- Travel, lodging and food expenses for the client's follow-up medical examinations for up to six (6) months post-transplant (for the client and one (1) caregiver. If the client is a child under 18 years of age, travel, lodging and food expenses during the client's transplant for two (2) caregivers.), subject to \$1,000.00 maximum if in the matched program.

Only expenses for prescription medications, prescription medication co-pays and reasonable post-transplant expenses will be eligible to be matched by GTF program funds, after the transplant has occurred. These expenses are referred to as "post-transplant expenses" in this document.

Specific transplant costs outside of these guidelines can be considered for the match and must be requested in writing at the time the Transplant Fundraising Program application is submitted. This request must be pre-approved. GTF specifically reserves the right in its sole discretion to pay only those expenses that it deems appropriate.

You must seek reimbursement and utilize coverage under all insurance plans and government programs such as Medicare and Medicaid, before utilizing the funds in your GTF account.

There are two methods of reimbursement and match for post-transplant prescription medication costs.

I. Direct bill by pharmacy to your GTF account

- So that you don't have to pay up front and wait for reimbursement, the Georgia Transplant Foundation has a partnership with Bioscrip Pharmacy to supply your medications, bill your insurance or Medicare/Medicaid and then bill your GTF account.

II. You pay up front and receive reimbursement and match monthly from GTF

- You pay for your medications and/or medication co-pays *first* and submit receipts for reimbursement (from your GTF account) and match (from GTF's account).

There is one method of reimbursement and match for post-transplant related expenses that are not prescription medication:

I. You pay up front and receive reimbursement monthly from GTF

- You pay for your post-transplant related expenses *first* and submit receipts for reimbursement (from your GTF account) and match (from GTF's account)

Requests for reimbursement and match of post-transplant expenses must be submitted in a timely manner with receipts for any expenses you are requesting for reimbursement. All requests for funds for reimbursement must be submitted within three months of expenditure, in writing using the GTF Reimbursement Request Form accompanied by appropriate receipts.

Please note that there is a limit of \$1,000 that will be reimbursed for post-transplant expenses that are not medications. The primary purpose of the Transplant Fundraising Program is to support your post transplant medication needs.

GTF has no obligation to pay more expenses than it has money available in the specified account.

TFP CLIENT MOVES OUT OF THE STATE OF GEORGIA

In the event a TFP client moves out of state, all money remaining in the clients GTF matched account will be transferred to an *unmatched* account where unpaid, legitimate medical expenses will be reviewed for payment for up to three years. Medical expenses include medication, medicine co-pays, hospital deductibles, hospital co-pays, doctor's co-pays, COBRA payments and insurance premiums. *These reimbursements are not matched by GTF funds.*