



WST Financial Assistance Program Policy and Guidelines

Policy Statement

This policy is to provide Financial Assistance to patients and/or survivors without regard to race, color, national origin, religion, sex, sexual orientation, age, creed, or disability. The eligibility criteria for financial assistance pursuant to this Policy are intended to ensure the definitive and detailed practice set forth to guide the financial assistance program procedures between the organization and its participants. The financial assistance program policy and procedures are developed collectively by the WST Financial subcommittee and are approved by the governing board of the organization. The policy is reviewed annually and can be amended when there is a change in guidelines from WST bylaws. Any change(s) made to the policy at any such time shall be approved by the governing board prior to implementation.

I. Background

- A. We Stand Together Inc. is a tax-exempt charitable organization within the meaning of 501(c)(3) of the Internal Revenue Code and charitable institutions under state law.
- B. WST, Inc. is committed to providing financial assistance for emergency living expenses, to patients in active treatment and survivors within one year (12 months) of remission.

II. Procedure

A. Eligibility

- 1. All applicants must complete the WST financial eligibility intake application form.
- 2. Applicant eligibility is based on cancer diagnosis and financial needs.
- 3. Approved applicants may only be awarded once per fiscal/program year.
- 4. Applicants must submit the required supporting documents:
 - a) Physician statement on letterhead reflecting diagnosis.
 - (1) Statements cannot be older than 3 months
 - (2) Statements must include the following information:
 - (a) Diagnosis
 - (b) Duration of treatment
 - (c) Name of treating physician
 - (d) Email and phone contact for treating physician, case manager, and or social worker
 - b) Outstanding medical bill related to treatment.
 - (1) Medical bills cannot be older than one year.

(2) Medical bills must be related to treatment



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- c) Past due utility/housing bill statement (disconnection/eviction letter).
 - (1) Statement(s) provided cannot be older than 60 days
 - (2) Statement(s) provided must reflect the applicant's name and address listed on the application
 - d) Childcare invoice/suspension notice due to unpaid tuition.
 - (1) Childcare notice/invoice cannot be older than 60 days.
 - e) Hardship letter.
5. If you are a legal guardian applying for a minor who is currently in active treatment or within one year of remission you must provide a copy of the minor's original birth certificate and court order reflecting legal guardianship.
6. If you are a parent applying for a minor who is currently in active treatment or within one year of remission you must provide a copy of the minor's original birth certificate. The listed parent must match the adult applying.
7. Failure to provide the required documentation to validate the applicant's needs will result in disqualification for the current application period. If disqualified, the applicant will have to resubmit a new application during the next program cycle.
- B. Applicants who apply for the WST Financial Assistance Program should expect the following:
- 1. All completed applications will be submitted to the Financial Assistance Program subcommittee to review and determine eligibility without bias or discrimination.
 - 2. The Financial Assistance Program subcommittee will submit all eligible applications to the We Stand Together, Inc. board for final approval.
 - 3. The board shall review all approved and completed applications and determine eligibility and award amount within 7 - 10 business days of receiving the eligible applications. Applicants will receive notification of award update within 15 - 30 business days after submission of the WST Financial Assistance application.
 - 4. All applicants requesting financial assistance must submit all supporting documentation along with the completed application.
 - 5. Required documentation is based on assistance requested.

6. Failure to provide supporting documentation will cause the application to be deemed incomplete and denied.
7. Approved applicants will be limited to being awarded once per calendar year.



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8. The awarded amount will be determined based on available funds at the time of the application and the need expressed.
9. Qualifying Needs:
 - a) Co-pay for medical and mental health services
 - b) Utilities
 - c) Groceries
 - d) Child Care
 - e) Gas/Transportation
 - f) Rent/Mortgage

III. Eligibility Determination and Process

A. **Intake** - Any Financial Assistance Application, whether completed in person, online, delivered, or mailed in, will be forwarded to the We Stand Together, Inc. Financial Assistance Team for evaluation, processing, and consideration. B.

Determination of Eligibility

1. The WST Board will review all Financial Assistance applications approved by the FAP committee to determine the final award amount. The applicant will be notified in writing of the determination and if approved, the awarded amount.

IV. Budget

A. The Emergency Financial Assistance Program funding is contingent on WST, Inc. fiscal year budget and available funds. The Executive Director shall: submit operating and capital budgets to the Finance Committee in time for reasonable approval by the Board prior to each fiscal year.

V. Conflict of Interest

A. All board members and subcommittee members must disclose conflicts, such as familial and business relationship conflicts. The disclosure must be submitted to the board, in writing and the member shall be removed from the review committee for the particular applicant.