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| Policy Name BENEVOLENT FUND | | | Policy Number: 0320 |
| | | | Effective Date: June 14, 2012 |
| Approved By: Management Committee | Drafted by: | Review Date: September, 2017 | Date Revised: September 19, 2012 |
| Classification: Psychological, Social and Spiritual Support | | | Page No: Page 1 of 3 |

PURPOSE

- “The desire of doing good” (Funk & Wagnall’s Standard Desk Dictionary)

The purpose of the benevolent fund is to provide funding to Residents and their loved ones when current community and social services resources for support are not available.

POLICY

Agapé Hospice has a tradition of helping Residents and their families during the most difficult of life’s circumstances. In this tradition, we stand ready to assist those whose personal circumstances warrant short-term immediate assistance in the following ways.

1. The Kitchen is open from 06:00 to 18:30 where food and beverages are available.
2. The cost of drugs and other medications/supplies may be deferred or defrayed
3. Short term accommodations are available, the cost of which may be defrayed.
4. Modest transportation support is available.

PROCEDURE

Determination of Need

Based on the Social Worker’s assessment of the needs of the Resident and/or loved ones, the following criteria will determine eligibility to receive assistance out of the benevolent fund:

1. Residents who are waiting for the government benefit programs to commence, including but not limited to:
 - a) Assured Income for the Severely Handicapped (AISH)
 - b) Social Services
 - c) Income Support
 - d) Compassionate Leave
 - e) Canada Pension Plan Disability Benefits
 - f) Employment Insurance
2. Residents who do not qualify for the government assistance/benefit support programs that are in need.
3. The loved ones of a Resident who are unable to afford the Palliative Blue Cross co-payments cap of \$1,000.00 annually.



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4. Special circumstances requiring immediate financial aide, for example:
 - a) A large family with significantly reduced income.
 - b) The main income provider is the Resident
 - c) A family who has little or no immediately available funds for basic need including: food (groceries), shelter, clothing

Accessing the funds and services

After determining the need, the Social Worker writes out a voucher requesting the needed support. This may be in the form of a cash voucher or a meal voucher, or an accommodation request as follows.

1. Cash request – Petty Cash request is presented to the receptionist during regular business hours where a payment from the Benevolent Fund petty cash is made to the party involved.
2. Food / Meal request – the voucher is presented to the cook who prepares a “Chef’s Choice” meal.
3. Drug cost support – Petty Cash request is presented to the Director of Resident Care who approved the payment of these costs as they are received by Agapé.
4. Other support from the organization – There may be from time to time other special individual funding needs including direct financial support for transportation, accommodation, etc. The Social Worker in consultation with the Director of Resident Care may obtain such funds from the Benevolent Fund petty cash using the same voucher system as above.

Accounting Process

Funding for the Benevolent Fund will be obtained through solicitation of donations specified for that purpose. A “petty cash” fund will be established and maintained through the Finance Director’s office. Access to these funds will be via the Agapé Hospice Receptionist’s office who will maintain sufficient records to meet generally accepted accounting principals in ensuring accountability of these monies. All petty cash request must be signed by two full time Agapé employees one of which must be the Social Worker.

CROSS-REFERENCE

- [Agapé Hospice Meal Voucher](#)
- [Petty Cash Request](#)



MEAL VOUCHER

For _____ use only
Visitor Name

Room Name: _____

Valid On: _____

- Breakfast Dinner
 Lunch Other: _____

Social Worker Notified

Kitchen Notified



Staff Signature #1: _____

Staff Signature #2: _____

This voucher is non-transferable

Please present this voucher to kitchen staff upon meal pickup