



# Nurses House Inc.

## Service Program Guidelines

### I. Purpose of the Service Program

Nurses House Inc. (hereafter NH) is a national 501(c)3 charitable organization. The Nurses House Service Program provides short-term assistance to registered nurses temporarily in need due to illness, injury, disability or other dire circumstance.

Services are rendered, without discrimination, to registered professional nurses residing in the United States who meet Nurses House basic eligibility requirements outlined in Appendix A. Assistance covered by Nurses House is outlined in Appendix B.

Indirect services of the program include its administration, promotion, fund raising, and other activities conducted to support the stated purpose.

### II. Service Program Committee

1. A Service Program Committee (hereafter SPC) is appointed by the President and confirmed by the Board of Directors.
2. The SPC shall be composed of at least eight members including Nurses House contributors and Board members. Members serve a two year term or until a successor is appointed. The President shall appoint a Chair.
3. The SPC shall hold a minimum of two meetings per year.
4. The SPC is responsible for advising the NH Board of Directors on matters pertaining to the Service Program. The SPC shall review, evaluate, and propose program/policy changes pertaining to the Service Program and its guidelines and review application materials for consistency and relevance on an annual basis. Adoption of guideline revisions or Service Program policies shall be recommended to the NH Board of Directors for approval.
5. A report describing the activities of the Service Program shall be given by the SPC Chair, or their designee, at each meeting of the NH Board of Directors and at the Annual Meeting of the corporation. The report shall be prepared to ensure confidentiality of all NH Guests.

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### **III. Administrative Procedures of Service Program**

Administration of the Service Program shall be the responsibility of the Executive Director, who shall refer to the guidelines in deciding whether an applicant meets NH eligibility requirements. If a question should arise, the ED shall confer with the SPC Chair.

#### **A. Grant Application:**

Applicants must submit all of the following information to be considered:

- a. Nurses House application
- b. Health Status Report form, completed by a licensed health care provider
- c. Photocopy of proof of current income for all individuals over the age of 18 living in the household (when applicable) and/or proof of income from Social Security Disability, short-term, or long-term disability.
- e. Copy of lease or mortgage statement or medical bill to be paid/reimbursed

#### **B. Processing of Requests**

1. A confidential profile for each applicant shall be prepared based on information provided in the application materials.
2. The Executive Director shall review all profiles within four (4) weeks of receipt of all required information and approve or deny applicants based on the criteria determined by the SPC.
3. The ED shall forward a report of all guests approved or denied as well the total amount provided to the SPC on at least a quarterly basis.
4. Each applicant shall receive notification of determination within ten (10) days of the final determination. If approved, a grant shall be processed and mailed within ten (10) days of approval.

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### **C. Duration of Assistance**

1. Applicants may be approved for a one-time grant with a cap to be determined by the Board of Directors at least annually.
2. An applicant who is denied may reapply if his/her situation changes.
3. An applicant who is approved may not receive another grant for 5 years from the date of their original grant. Additional grants will only be considered if at least 5 years have passed and his/her situation has changed.

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# APPENDIX A

## Determining Eligibility

**Each applicant must meet the following criteria for his/her profile to be considered for a grant. If an individual has not complied with the NH application procedure, or the applicant does not meet the following criteria, the ED has the authority to deny the applicant's request.**

### **BASIC ELIGIBILITY REQUIREMENTS:**

Applicant must have held an active registered nursing license in the United States or its territories.

Applicant must have held a position of employment within the past 36 months or be receiving short or long term disability, Social Security Disability, Social Security Income or worker's compensation.

Applicant's monthly income shall not exceed his/her basic and other necessary monthly expenses. In the event income exceeds basic and other necessary monthly expenses, consideration shall be given for extenuating circumstances.

Applicant must have sought assistance from at least two other resources prior to applying for NH assistance, including: short term or long term disability, Social Security Disability, worker's compensation, public assistance, food stamps, or help from family members or friends, church, or community groups.

Applicant must demonstrate a need for financial assistance due to illness, disability or other life crisis.

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# APPENDIX B

## Assistance Provided

For applicants who meet the eligibility criteria, Nurses House will provide a grant to assist with one of the following:

### Housing

#### **Rent/Mortgage or Property Management Fees**

NH assists in paying rent, mortgage or property management fees if applicant will be incapacitated for some time and will have limited income in that period.

### Utilities

NH assists in paying for utilities (gas, electricity) in a case where he/she has no monthly rent or mortgage payment and no property management fees.

### Property Taxes

NH assists in paying property taxes for guests who have no monthly mortgage and who reside in the home the property taxes are on.

### Medical Expenses

NH assists in paying for medical expenses including health insurance premiums, medical bills and prescription medications.

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