



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 and/or injury, in accordance with established guidelines.

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 five members including Nurses House contributors and Board members. Members serve at least a two-year term or until a successor is appointed. The President shall appoint a Chair.
3. The SPC shall hold a minimum of three meetings per year. Unexcused absences may result in termination of appointment.
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

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Directors and at the Annual Meeting of the corporation. The report shall be prepared to ensure confidentiality of all NH Guests.

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 online application.
- b. Health Status Report Form completed and signed by a licensed health care provider and the applicant.
- c. Photocopy of all current income for the applicant and all individuals living in the household, including but not limited to the following: Social Security Disability, Social Security Benefits, Short Term Disability, Long Term Disability, Unemployment Benefits, Workers Compensation, Public Assistance, SNAP (food stamps).
- d. Photocopy of most recent paystub for all individuals in the household, even if not currently working.
- e. Copy of lease/mortgage statement to be paid, including payment information. *If applicant does not have a lease or mortgage payment, NH will consider assisting w/other bills at the discretion of NH staff.*
- f. Copy of Family Court Support Order if you are making or receiving child support and/or alimony payments.

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 applications when all required information is received and approve or deny applicants based on the criteria determined by the SPC.

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3. The Grant Coordinator shall forward a report of all guests approved or denied as well as the total amount provided to the SPC at each meeting (3 times per year).
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.

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.

D. Specialty Grants

1. In the event of special circumstances, Nurses House, Inc. may receive additional funding separate from the standard grant funding ie, the 2020 COVID Emergency Grant Program.
2. Provisions to the guidelines may be made at the discretion of Nurses House, Inc. with the review and approval by the Service Program Committee as the eligibility requirements may change depending on the needs of the applicants for the grant(s) being offered.
3. Applicants who have received a specialty grant are eligible to reapply for the standard grant program but only if their circumstances have 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 Term Disability, Long Term Disability, Social Security Disability, Social Security Income, Unemployment Benefits 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 at the discretion of NH staff.

Applicant must have sought assistance from at least two other resources prior to applying for NH assistance, including: Short Term Disability, Long Term Disability, Social Security Disability, Social Security Income, Unemployment Benefits, Worker's Compensation, Public Assistance, SNAP (food stamps).

Applicant must demonstrate a need for financial assistance due illness and/or injury in accordance with established guidelines.

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APPENDIX B

Assistance Provided

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

Housing

Rent or Mortgage

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

If applicant does not have a lease or mortgage payment, NH will consider assisting w/other bills at the discretion of NH staff.

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