

# Midwest Special Needs Trust

## Application Guidelines and Instructions

### *What amount is available for individual grants?*

The maximum grant amount available for an individual is \$1000. Individuals may receive only one grant award in a 12 month period from Midwest Special Needs Trust Charitable Trust (MSNT-CT).

### *Who is eligible for assistance?*<sup>1</sup>

Individuals eligible for assistance must meet the following criteria:

1. Have a mental or physical impairment that substantially limits one or more major life activities, whether the impairment is congenital or acquired by accident, injury or disease, where the impairment is verified by medical findings.
2. Meet income guidelines<sup>2</sup> established by MSNT, not to exceed the following:

Persons in Household	Maximum Income	Persons in Household	Maximum Income
1	\$10,400	4	\$21,200
2	\$14,000	5	\$24,800
3	\$17,600	6	\$28,400

3. Have no other source of funding, such as Medicare, Medicaid or private insurance, available for treatment of the condition.

### *How can funds be used?*

***General Charitable Grants:*** Funds are available to supplement basic needs by providing goods and services which are either beyond the financial means of the individual or that cannot be purchased using existing sources of income. Applications for practical items and support that augment basic needs and improve the quality of life of the individual will receive top priority for funding. Assistance will be limited to goods and services which will have no negative effect on the recipient's eligibility for benefits<sup>3</sup>. ***Grant funds will not be awarded to cover the cost of goods purchased or services performed prior to the application.*** Requests for funds may include, but are not limited to the following:

1. Medical and dental care or equipment not covered by Medicare, Medicaid, or private insurance.
2. Rehabilitation training, services, or devices not covered by Medicare, Medicaid, private insurance and not available to the applicant through the state's vocational rehabilitation services.
3. Supplemental education assistance.
4. Personal goods and services or equipment needed to enhance comfort and quality of life.
5. Transportation expenses for the individual applicant or for friends and relatives to visit the applicant.

<sup>1</sup> Individuals who currently have trust funds with MSNT are not eligible for assistance through MSNT-CT.

<sup>2</sup> Federal Poverty Guidelines for 2008

<sup>3</sup> Rental/Housing assistance, assistance with utilities, and grocery expenses cannot be funded.

***Urgent Medical and Health Care Grants:*** Funds are available only for urgent medical and health care needs which require immediate intervention. Assistance will be limited to care that has no negative effect on the recipient's eligibility for benefits<sup>3</sup>. ***Grant funds will not be awarded to cover the cost of goods purchased or services performed prior to the application.*** Grants may be used for:

1. Medical treatment (physician services, treatment, and prescriptions).
2. Dental care and treatment.
3. Durable medical goods and equipment or equipment repair.

### ***What is the application process?***

Persons meeting eligibility criteria may submit applications directly, or representatives, such as case managers and advocates, may submit applications on behalf of qualified persons.

Applications must be submitted on the form, Charitable Trust Grant Program Application for Assistance. Applications must be complete. Goods or services requested must be accompanied by an invoice or estimate from the vendor or other documentation that shows the cost of the product.

Applications must be received in the MSNT office by 4:30 PM on the deadline date. Applications that arrive after the deadline will be reviewed the following quarter or review period. Applications may be mailed, faxed, or delivered to the office in person.

### ***How often are grants awarded?***

***General Charitable Grants:*** Grant applications are reviewed and funded on a quarterly basis by the MSNT Board of Trustees. Quarterly deadlines for submitting applications are March 31, June 30, September 30, and December 31. Board Reviews will generally take place 1-2 months after the corresponding application deadline.

***Urgent Medical and Health Care Grants:*** Grant applications are accepted on an ongoing basis. Applications are reviewed by staff and awarded bi-weekly, generally 1-2 business days after the corresponding bi-weekly deadline.

### ***When will applicants be notified of awards?***

Notices of award decisions will be mailed within 5 business days following the review by the MSNT Board of Trustees. All applicants, both approved and denied, will receive notification.

### ***How many applications may be submitted by a single representative (case manager or advocate)?***

Each representative is allowed a maximum of three applications per review period.

### ***What criteria will be used to review applications for assistance?***

Applications will be rated on the basis of demonstrated need as described in the application. The clarity of the presentation and completeness of the application will affect funding decisions as well. Applications will be rated on the following dimensions:

1. Goods and/or services requested are clearly defined and meet guidelines provided above.
2. Applicant's situation substantiates the need for the requested item or support.
3. Requested item or support will not jeopardize individual's benefits.
4. Applicant's income meets financial guidelines.