



WOMEN'S ONCOLOGY FOUNDATION OF GREATER CHATTANOOGA

Criteria for Financial Assistance

Purpose: This criteria guided the foundation in assessing request from applicants who submit a formal application to the charity requesting financial assistance in relation with their gynecological cancer treatment/diagnosis. The mission is to provide assistance to women in the Chattanooga area to make their fight with gynecological cancer a little less challenging.

NOTE: We are NOT funded by any government agencies. We are a charity run by volunteers relying solely on the generous support of donations from the general public and business communities. Criteria is reviewed and updated annually.

Criteria Statements:

1. Application **must** be complete in full, and **must** include the mandatory supporting documents outlining their need for financial assistance. Applications missing the mandatory documents are considered incomplete and cannot be processed until required documentation is received.
2. The applicant must be diagnosed with a gynecologic cancer – which includes: ovary, uterus, cervix, vulva, vaginal, primary peritoneal. (priority given to those on active treatment)
3. The applicant must live within 150miles of Chattanooga, TN
4. The Applicant must be receiving treatment for their malignancy in Chattanooga, TN by a Gyn Oncologist.
5. Each applicant can be submitted for a maximum of **\$1000.00** (funds permitting)
6. The applicant can apply 2 times to the Foundation per calendar year, funds permitting. A new application may not be sent to the Charity before the current application has been submitted, reviewed and a response to the applicant. Only one application per person will be accepted monthly.
7. In order to establish financial need:
 - ✓ Applicants **must** provide current income tax notice of assessment and your current full income tax return.
 - ✓ Applicants **must** provide the current notice of assessment for their spouse/partner/significant other/adults age 18 and older living in the household
 - ✓ Applicants must disclose ALL sources of income (including but not limited to child support, spousal support, etc.)
 - ✓ Receipts **must** be provided for amounts claimed through the fund (Note: Receipts dated prior to diagnosis will not be considered). Receipts must be legible and not have a date more than a calendar year from date of application.
 - ✓ Proof of residency **must** be provided.



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- ✓ Applicants applying for financial assistance for rent or mortgage must supply supporting documentation verifying the amount they are requesting.
 - ✓ Applicants that were working (self employed or employed by other means) that are now currently not working must submit their Record of Employment.
 - ✓ **ORIGINAL** receipts must accompany your application. Receipts must be organized and please do not type or highlight receipts.
 - ✓ Proof of any and all funding/income received by other organizations, agencies or family support
 - ✓ Applicant must include medical report supporting diagnosis.
(Please note that applications cannot be considered complete and put before the committee unless **ALL** pertinent documentation is included. Documentation requested is mandatory – if documentation is not included it will only delay any financial assistance that could be provided. Please note that occasionally the Foundation may request further supporting documents for financials such as bank statements.)
8. Criteria is reviewed annually and amended accordingly.
 9. All personal information is protected under HIPPA
 10. The Approval Committee, under their discretion, retains the right to deny any application.

Some examples that fit the funding criteria (but not limited to):

- Transportation to/from the hospital/medical office for appointments or treatment
- Accommodation
- Medications that are not covered by any other plans (or non-covered %portions) related to your cancer.
- Parking at the cancer center/hospital.
- Food costs while on active treatment
- Child-care services while at the center/hospital for an appointment or treatment or in the hospital.
- Prosthetics/Wigs
- Supportive care: counseling services for patient, partner and/or children; attendance to a cancer support program/course
- Rehabilitation supportive care: lymphedema management, weight management/nutrition consultation, special needs due to chemo treatment (Example: prescription glasses due to change of vision, will need approval from licensed medical practitioner)
- Other expenses related to treatment, living costs during treatment and recovery
- Rent payment/mortgage payment
- Expenses not listed above can be submitted and considered after review by Directors and Approval Committee.
- NOTE: some items carry a cap on amount(s) that can be approved.



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Application Process:

1. Submit a completed Women's Oncology Foundation application by MAIL. Request an application by emailing wofogc@gmail.com or contacting your Gyn Oncologist. The applicant must disclose if they are receiving any financial assistance from other sources (ex. Child support, government assistance, health insurance programs, group insurance programs (LTS benefits), etc.)
2. Priority will be given to:
 - Applications where cases are medically related to gyn cancer diagnosis and treatment
 - Applications undergoing active treatment.
3. Applicants will be notified of application status by mail or email.

Please note that in order to help as many gyn cancer patients as possible assistance for funds relating to the following items (but not limited to the list) will be capped at the following amounts per application:

- Mortgage/rent will be capped at \$700/request. Please also note that if government or other assistance is already provided, this amount will be deducted from any amount approved as part of this application
- Groceries will be capped as \$400/request.
- Utilities (gas, electricity, water, heating/cooling) will be capped at \$300/request
- Medical travel costs (gas, bus, taxi, ambulance, etc) will be capped at \$300/request
- Lifetime financial assistance will be capped at \$12,000 (**CANNOT** be issued as a one-time lump sum).

Items that will NOT be considered for approval are as follows (but not limited to):

- Credit card payments
- Property taxes/condominium maintenance fees
- Car repairs
- Cable/internet (with exception)
- Cellular phone (with exception)
- House, life, car, critical illness insurance premiums, etc



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