

INTERNATIONAL COUNCIL DISASTER FUND GUIDELINES AND APPLICATION

PURPOSE

The purpose of the ESA International Council Disaster Fund is to assist an ESA member whose home and/or personal belongings are destroyed or damaged extensively by one of nature's causes -fire, flood, etc. Assistance may also be given when a member incurs heavy financial responsibility due to a debilitating illness or accident, which involves the member or their spouse or *immediate family who resides in the home due to physical or mental impairment whom they have legal guardianship over and are legally responsible.*

The need for assistance must have occurred in the current ESA year from **June 1 to May 31**. This timeline is **NOT** the same as the International Council ESA year which is August 1 to July 31. However, the ESA International Council Disaster Fund Committee works together to ensure that any claims submitted **after May 31** will be reviewed and whether approved or denied, will be listed on the following year's report.

Following receipt of an application, the International Council Disaster Fund Chair will review with the Committee, comprised of the IC Disaster Fund Chair, the IC President, and the IC First Vice President/President-Elect, and will make the final determination regarding the claim. In the event a member requests additional help after one claim has been paid, the ESA International Council Disaster Fund Committee **MUST** investigate the application thoroughly. **The Disaster Fund is not an on-going source of assistance; a second claim will not be paid for the same illness or accident.** If the International Disaster Fund Committee establishes that the additional need is valid, the application must be submitted (along with the information regarding the reasons for the additional claim) to the ESA International Council Disaster Fund Chair.

WHO IS ELIGIBLE TO APPLY

- 1 Active Members of 90 days or more.
- 2 Members-at-Large who are in good standing with Headquarters.
- 3 Life Active Members will be determined by the IC Disaster Fund Chair in agreement with the IC President and First Vice-President/President Elect.

AMOUNT OF ASSISTANCE

\$5,000.00 is the maximum amount given to a member of a Disaster Fund claim. Every consideration will be taken when determining the total amount that will be paid to the claimant. The ESA International Council Disaster Fund Chair will determine the total amount to be paid based on the nature of the claim. The International Council Disaster Fund Committee will review the claim and make the final decision if there is some doubt as to the amount to be paid.

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HOW TO APPLY FOR ASSISTANCE

- 1 An application **MUST** originate from the member involved, even if the member is MAL. See #3 for additional information.
- 2 All information requested on the application **MUST** be completed or the application will be returned. Dollar amounts must be given as requested on the application form. Additional pertinent information, which would help the IC Disaster Fund Chair in reaching a decision, should be included in an accompanying letter.
- 3 If assistance is needed due to a terminal illness, it is recommended that the request be made as early as possible. A claim initiated before or within 30 days following the death of a member will be paid to the surviving family providing it meets all other criteria.

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The member should send all claims **directly to ESA IC Disaster Fund Chair** for review. (To comply with HIPAA guidelines, **DO NOT** send Applications to the Chapter or State President.) All claims must be submitted on a valid form in compliance with the IC Disaster Fund Chair Guidelines.

Things that **do not qualify** for assistance under these guidelines:

- anything in the home damaged or needing repair that does not pertain to a Natural Disaster,
- broken pipes, flooding in home,
- remodeling for medical issues,
- co-payments other than medical bills,
- divorce,
- unemployment,
- furnace/air conditioning replacement,
- funeral expenses,
- housing (house payments, hotel bills) etc.

NOTE:

The ESA IC Disaster Fund Application should be completed according to the guidelines listed above. Once the Application Form is completed and has been signed by the member, the Application Form, **and any additional information** (e.g., proof of the reason for the claim) should be sent to the International Council Disaster Fund Chair (currently the IC Junior Past President).

The 2022-2023 IC Disaster Fund Chair is:

LeAnn Wray Jr. Past President 10355 Blaine Road Brighton, Michigan 48114	Email: lwray2@comcast.net Phone: 810-772-9551
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