



### Transplant Fundraising Program – Transplant Savings Account Guidelines

Subject to Transplant Savings Account guidelines, these funds will be available to those who have been accepted as a transplant candidate or those who are post-transplant and currently raising money specifically designated for pre- and post-transplant expenses. Georgia Transplant Foundation (GTF) has no obligation to pay more expenses than the client has money available in his/her account. Clients must have a GTF account to participate in this program. **Please note that this is not a matched account.**

While GTF has not established a fundraising goal for you, we do encourage you to raise as much money as you can, as pre- and post-transplant expenses are costly. To assist you in this process, we provide fundraising seminars to teach creative ways to raise money in your community.

Only expenses for prescription medications, medication co-pays and reasonable post-transplant expenses will be eligible for reimbursement by GTF program funds. These expenses are referred to as “pre- and post-transplant expenses” in this document.

#### ENROLLMENT PROCESS

To enroll in the Transplant Savings Account program you must complete the GTF application either prior to transplant or post-transplant. Included with the application you must provide the following:

- Proof of Georgia residency: copy of a bank statement, utility bill or driver's license or if you do not reside in Georgia, proof that you are being transplanted in a hospital in Georgia.
- If you are not a resident of Georgia, please provide proof of your current residency and proof that you are being transplanted in Georgia.
- Proof of current income: copy of most recent income tax return, social security income statement or last pay stub
- Proof of all insurance: copy of insurance card, Medicare card and/or Medicaid card

You are eligible to apply pre- or post-transplant.

When your application is received, GTF will contact your transplant center to verify your transplant status.

You will be notified within 30 days if you are accepted or denied into the Transplant Savings Account program.

Once approved, you will be sent a client agreement to sign and return. You are not enrolled until this client agreement is returned to GTF.

#### SETTING UP YOUR GTF ACCOUNT

Once your application is accepted and you are enrolled in the program, GTF will set up a fundraising account for you. You will be provided blue envelopes for sending in funds. **These blue envelopes are for TFP clients only, not their contributors.** GTF will not individually acknowledge checks/money orders mailed in the blue envelopes because it will assume that the client has received the checks/money orders first and have already acknowledged the donor with a letter of thanks.

It is required that Transplant Savings Account clients not have any other fundraising accounts open while an account exists with GTF. This is a requirement for the program and failure to comply is grounds for cancellation of the contract.

It is the client's responsibility to inform GTF of any change of contact information.

## DEPOSITING FUNDS INTO YOUR GTF ACCOUNT

Deposits are made by mailing a check or money order to GTF in the blue envelopes that have been provided to you. **These blue envelopes are for TFP clients only, not their contributors.** GTF will not individually acknowledge checks/money orders mailed in the blue envelopes because it will assume that the client has received the checks/money orders first and have already acknowledged the donor with a letter of thanks.

Deposits may be made by check, money order, or credit card online. No cash will be accepted.

All funds sent to GTF will be deposited into your GTF account and held until you request reimbursement.

Any money sent to GTF in your honor, by a third party, will be deposited in your GTF account. GTF will send a letter of acknowledgment for the contributions that are received directly in the GTF office.

You and/or your volunteer committee are responsible for the thank you/acknowledgement of contributions given to you and deposited by you in your GTF account.

All checks should be made out to Georgia Transplant Foundation with the memo section noting: "In Honor of (your *name*)."  
Checks should be mailed to GTF, 3125 Presidential Parkway, Suite 230, Atlanta, GA 30340, ATTN: Transplant Fundraising Program.

## FUNDRAISING ACTIVITY

GTF does not do the actual fundraising for you; you and your volunteers will conduct the actual fundraising campaign.

GTF will serve as a consultant by providing ideas, personal webpage, materials, resources, procedures and additional support.

Fundraising Training Seminars are taught monthly by GTF Staff in Atlanta and in 8 areas around the state in conjunction with our Trends in Transplant Conferences.

Soliciting corporations or foundations that do not have a personal connection with the client generally are not successful since bylaws usually restrict gifts to individuals. **GTF must give prior approval before such solicitation is attempted.**

You will have the ability to create a GTF based personal webpage. After acceptance into the program you will be given information on how to set up your personal fundraising page. This page will include a brief personal statement, photo and a calendar for future fundraising events. You will be able to direct friends and family to this page to make online donations directly into your GTF account and to find out more information about your upcoming fundraising events.

## NOT TRANSPLANTED, TOO SICK TO TRANSPLANT OR FAILURE TO SURVIVE

In the event a TFP client is not transplanted or is too sick to transplant, unpaid, legitimate medical expenses will be reviewed for payment for up to three years. Legitimate medical expenses include medication, medicine co-pays, hospital deductibles, hospital co-pays, doctor's co-pays, COBRA payments and insurance premiums. *These reimbursements are not matched by GTF funds.*

In the event of death, unpaid, legitimate medical expenses will be reviewed for payment for up to three months. *These reimbursements are not matched by GTF funds.* Legitimate medical expenses include medication, medicine co-pays, hospital deductibles, hospital co-pays, doctor's co-pays, COBRA payments and insurance premiums.

The GTF Advisory Council may disburse up to a maximum of \$5,000 towards funeral expenses. This is based on funds available in your account.

Based on review of need, GTF will consider paying mortgage or rent for up to three months after the death of a client. This request must be in writing and proof of financial need must be demonstrated.

Six months after the death of a client, the Advisory Council will authorize the transfer of any remaining funds to assist other clients. All remaining funds shall remain the property of the Georgia Transplant Foundation.

Funds disbursed under these guidelines are taken from the balance of your GTF account and the above items are only payable to the extent there are funds in your GTF account.

## ACCOUNTING FOR FUNDS

GTF maintains audited financial records assuring fiscal accountability for money received and disbursed.

These funds will be disbursed by GTF for your pre- and post-transplant related expenses. Please reference GTF information regarding approved pre- and post-transplant related expenses.

GTF staff will oversee the deposits, administration and disbursement of all contributions.

In order to help defray the cost of its services, GTF will retain the interest earned on funds deposited.

GTF will maintain complete and accurate records of all funds raised and will provide a quarterly statement of all funds donated directly to GTF in honor of a patient, all funds disbursed and any applicable bank fees. ***Account balances will not be given by telephone.***

GTF will send a letter of acknowledgment for contributions that are received directly in the office on your behalf.

We acknowledge that all funds raised for the transplant have been donated by the patient, family, friends and/or the public, and that both the patient/client and GTF will be held strictly accountable by the public for all funds raised.

There is a minimal bank fee of an average of 2.85% per transaction for credit card donations charged to the TFP client.

## REIMBURSEMENT OF EXPENSES POST TRANSPLANT

The funds in your GTF account will be disbursed for your pre- and post-transplant related expenses. Pre- and post-transplant expenses are defined as those reasonable expenses that are caused by the need for transplant and the expenses incurred after the transplant has occurred. They include:

- Prescription drugs necessitated by the transplant for the client.
- Medical bills and co-pays related to the transplant for the client.
- Travel, lodging and food expenses during the client's transplant for the caregiver.
- Travel, lodging and food expenses for the client's follow-up medical examinations for up to six (6) months post-transplant.

Specific transplant costs outside of these guidelines can be considered for the match and must be requested in writing at the time the Transplant Fundraising Program application is submitted. This request must be pre-approved. GTF specifically reserves the right in its sole discretion to pay only those expenses that it deems appropriate.

You must seek reimbursement and utilize coverage under all insurance plans and government programs such as Medicare and Medicaid, before utilizing the funds in your GTF account.

There are two methods for reimbursement for medication costs.

- I. Direct bill by pharmacy to your GTF account
  - So that you don't have to pay up front and wait for reimbursement, the Georgia Transplant Foundation has a partnership with BioScrip Pharmacy (1-866-851-4396) to supply your medications, bill your insurance or Medicare / Medicaid and then bill your GTF account.
  - Medications can be ordered by phone from BioScrip and sent directly to your home (1-866-851-4396). BioScrip will bill your GTF account on a monthly basis and GTF will pay the bill from your GTF account. **If you would like to take advantage of this program please indicate your preference on the application and let your transplant team know your pharmacy preference when you are transplanted.**
- II. You pay up front and receive reimbursement quarterly from GTF
  - You pay for your medications and/or medication co-pays first and submit receipts for reimbursement from your GTF account. You may submit for reimbursement on a quarterly basis. GTF will consider more frequent reimbursement if needed.

Reimbursements for non-medicine expenses must be submitted in a timely manner with copies for any expenses you are requesting for reimbursement. All requests for funds for reimbursement must be submitted within three months of expenditure and in writing using the GTF Reimbursement Request Form accompanied by appropriate receipts.

GTF has no obligation to pay more expenses than it has money available in the specified account.

## IF TFP CLIENT MOVES OUT OF THE STATE OF GEORGIA

In the event a TFP client moves out of state, legitimate medical expenses will be reviewed for payment for up to three years. *These reimbursements are not matched by GTF funds.*