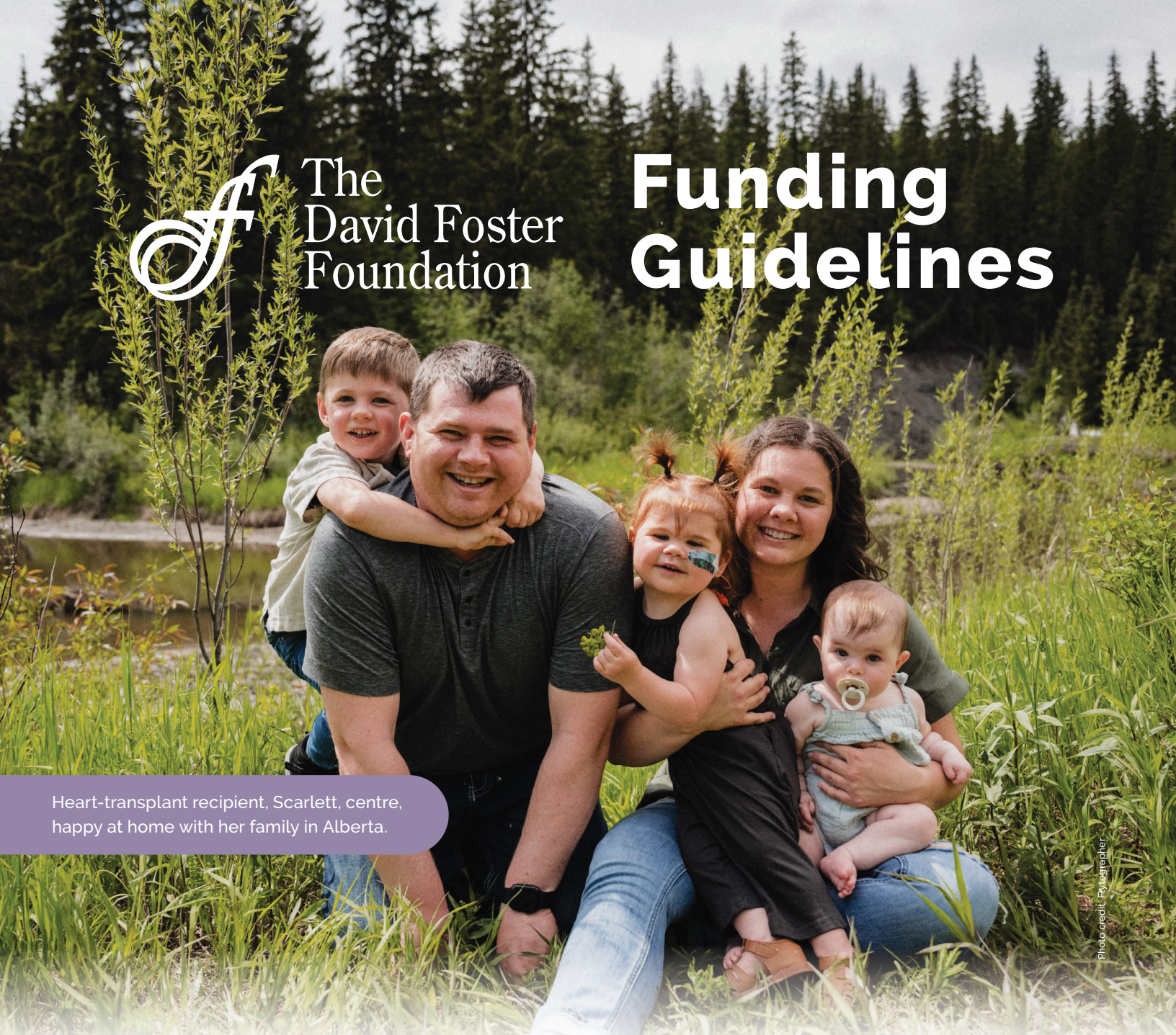




Funding Guidelines



Heart-transplant recipient, Scarlett, centre, happy at home with her family in Alberta.

The David Foster Foundation provides varying levels of support for families depending on their financial circumstances and where they are in the transplant journey. Decisions regarding support are made based on the information provided and in consultation with the transplant team. A family becomes eligible to apply for funding once they have been referred for a major organ transplant, but the application can be submitted to the Foundation prior to that time. Limited funding is available for the assessment period if travel is required. Otherwise, funding becomes available once a child has been listed for a transplant. In the case of living donor transplant procedures, funding becomes available from the day of the scheduled transplant procedure.

ELIGIBILITY CRITERIA

- The child is under 19 years old (prior to their nineteenth birthday).
- They are referred to a solid organ transplant program in Canada including kidney, liver, heart, lung, pancreas, small intestine and multi-organ transplants.
- The child must be a Canadian citizen, permanent resident or have refugee status in Canada.
- The family can demonstrate financial burden directly related to the transplant.

Application and Approval Process

Each family needs to fill out a *DFF Application for Support* which is available through the transplant centre. Each application is reviewed and assessed based on the information provided by the family. Approvals can take up to a week once the application is complete. Reimbursement for expenses incurred outside of the application process will not be considered. Disbursements are approved for a 30-, 60- or 90-day period after which a review will occur to determine if further funding is necessary.

Assessment for Transplant

We understand that there will be expenses associated with the assessment process for eligibility for transplantation. The Foundation will consider requests for travel support, accommodation, and meals related to the assessment period for up to two adults and one child from the date of the start of the assessment for a maximum duration of two weeks. If there are extraordinary circumstances that lead to a prolonged assessment period, we will review each situation case-by-case, but this does require a discussion between the Foundation and the Transplant team. Funding may be considered for a repeat assessment if greater than a full calendar year has passed since the initial assessment. The Foundation does not provide funding for the potential donor(s) in living donor transplant assessments, only for the child's transplant assessment.

Waiting Period While Listed for a Transplant

Most families require more support after being listed for a transplant and immediately following the transplant. Decisions about funding are made on a case-by-case basis, considering each family's situation and in consultation with the family's transplant team.

The following are examples of the types of non-medical expenses we assist with during the waiting period and up to the first year after the transplant:

TRAVEL FOR MEDICAL APPOINTMENTS

Travel for medical appointments can be supported as follows:

- **Car-related expenses:** Gas reimbursement based on annual mileage guidelines provided by the Canada Revenue Agency (CRA), calculated using the distance between the home address and the transplant center, as well as parking and tolls. The Foundation does not fund car rentals.

- **Flights:**

- DFF secures the most economical flight fare possible for the requested travel dates so advanced planning is important.
- Flight changes: It is important that requests to change flights are only made in urgent and unavoidable situations. Any changes requested will result in a change fee from the airline regardless of the reason for the change. DFF will decide on a case-by-case basis if the Foundation will cover the cost of the change fee after discussion with the Transplant team.
- Travel for transplantation: DFF should NOT be used as the urgent travel plan at the time of availability of a donor organ. It is the responsibility of your Transplant team to put a transportation plan into place. If travel is for a scheduled living related transplant, then a flight can be arranged once the date of the procedure is known.
- Funding for flights for immediate family members and/or key support persons to visit the transplant patient, help with care, and provide respite during the waiting period will be considered on a case-by-case basis.
- Train, bus, public transportation, taxi, etc. as needed on a case-by-case basis.

ACCOMMODATIONS

If a family is required to travel more than 100km for their child's transplant related medical appointments, accommodations will be considered. Accommodations must be arranged with the following establishments in this order:

- **First choice:** Ronald McDonald House or similar (e.g. Easter Seals House, or other).
- **Second choice:** DFF-approved hotel until a room at Ronald McDonald house or similar becomes available.

Any other accommodations will be subsidized to a maximum of \$175 per day including all taxes.

FOOD

Food/meals will be subsidized up to a maximum of \$1,200 per month with the following considerations:

- The maximum amount may be increased on a case-by-case basis for families larger than four.
 - Receipts for alcohol and tobacco products *will not* be accepted.
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Photo credit: Flytographer



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Left: Liver transplant recipient, Za'Khari, with older brother, Ka'zi. **Centre:** David Foster with liver transplant recipient, Callum. **Right:** Heart transplant recipient, Stevie, with her parents Kurt and Janelle.

CHILDCARE SUPPORT

Childcare support for other siblings if required in a licensed/registered childcare facility. The Foundation will consider providing support for a different caregiver for the purposes of childcare on a case-by-case basis.

OTHER FINANCIAL SUPPORT

Other financial support that will be considered:

- Rental or mortgage support (for the family home) when they are away from their home or unable to work due to their child's medical circumstances.
- Hydro, telephone and other communication services, clothing, toiletries, etc. (see application form)
- Other regular payments *that are not able to be renegotiated or put on hold* will be considered on a case-by-case basis.
- The Foundation has caps on certain expenses such as food, gas, toiletries, entertainment, etc. A family's submitted expenses may be adjusted based on these caps during the Foundation's assessment of the application.

Post-transplant Period

The Foundation *does not* provide financial support for medical expenses, such as prescription medications, procedures, medical care givers or equipment. Funding as outlined above, if needed, can be continued up to a maximum of one year after the date of transplant. The Foundation will support the Transplant team in any decision about families returning home to their routine lives and *modify any approved funding accordingly*.

Funeral Policy

The Foundation can provide families with up to \$5,000 to help cover funeral expenses following the passing of a child supported by the Foundation. In cases where a child passes away outside their home province, the Foundation may also consider contributing toward repatriation costs to help return the child to their home community. To further support families during this time, the Foundation may provide up to three months of continued funding in situations where significant financial hardship is demonstrated. All funding decisions are made on a case-by-case basis to ensure they reflect each family's unique circumstances.

After the One Year Transplant Anniversary

For most families, support may not be required beyond the first year after transplant. However, if there is a financial need due to additional follow-up appointments or transplant-related complications, the Foundation can provide support on a case-by-case basis.

Families are required to submit a new application and Notices of Assessment if the Foundation has not provided funding at any point in the previous 365 days to the family.

Lifelong Support for Transplant Recipients

The David Foster Foundation is committed to supporting children throughout their transplant journey and beyond. If a child supported by the Foundation during their transplant later faces financial hardship as an adult due to transplant, the Foundation may provide assistance on a case-by-case basis. To request support, the patient must contact the Foundation to obtain an application. This application must be completed

by both the patient and their transplant social worker and submitted by the social worker on the patient's behalf.

Providing Receipts for Funding Reporting

It is very important to keep track of all the purchases made with the funding you receive. *Original receipts* must be sent in on a regular and timely basis. Only itemized receipts will be accepted unless otherwise arranged with the DFF office. This is a Canada Revenue Agency requirement.

If families do not provide receipts, the money they receive from the Foundation *cannot be considered a charitable expense* and the Canada Revenue Agency could consider the funds provided to families to be additional income and a taxable benefit.

Expenses must be completed, and receipts submitted *by the date listed with the funding approval*. Further funds will not be disbursed if family continues to fail to submit receipts.

Funding expense receipts should be mailed to:

The David Foster Foundation, Family Expenses
212 Henry Street, Victoria BC V9A 3H9

OR scanned and emailed to:

Families @davidfosterfoundation.com

What About Emergencies?

We understand that unexpected circumstances arise – specifically medical emergencies related to transplant. Please have a member of the medical team contact the Foundation at the emergency number **778-679-7603** as soon as possible, because this is the best way for the Foundation to help with travel arrangements or other unexpected expenses. **The DFF Application for Support**

form will need to be filled out and submitted prior to funds being disbursed.

Before Applying

Please check that you child meets the following criteria:

- The child is under 19 years old (prior to their nineteenth birthday).
- They are referred to a solid organ transplant program in Canada, including kidney, liver, heart, lung, pancreas, small intestine, and multi-organ transplants.
- The child must be a Canadian citizen, permanent resident or have refugee status in Canada.
- The family can demonstrate financial burden directly related to the transplant.

If you have checked *ALL* of the above questions, please complete the *DFF Application for Support Form* and have a member of the Transplant Team fill out the medical section of the application.

Application Check List

- DFF Application for Support Form* is complete.
- Copies of the Notice of Assessment from the Canada Revenue Agency for the past two years are included for each legal guardian.
- A void cheque, which is preferred, has been attached, or banking information has been completed.
- A member of the Transplant Team has completed and signed the medical information section of the *DFF Funding Application For Support*.
- All other sources of support have been utilized.
- The application is submitted via a family's social worker or a resource navigator at their home hospital or transplant centre.

Questions?

Please email:

families@davidfosterfoundation.com

if you have any questions about the application.

Heart transplant recipient, Brynleigh, and her sister in Edmonton, AB.

