



## HARDSHIP FUND GUIDELINES

### I. Policy

The Colorado State Patrol Family Foundation (CSPFF) recognizes that part of its mission is to provide support to members of the Colorado State Patrol who have a need for financial assistance that is not provided for through other means. In order to fulfill that responsibility in a fiscally sound manner, the following guidelines shall be followed.

### II. Composition of Hardship Committee

The Hardship Committee shall be composed of all members of the Board of Trustees.

### III. Establishment of Hardship Fund

There is hereby established a Hardship Fund. The Hardship Fund may be supported by an annually recognized budgeted line item and used solely for those activities designated by the Board of Trustees.

### IV. Eligibility for Hardship Funds

Members of the Colorado State Patrol, their spouse and dependent child/children, facing illness, injury, a crisis or other extraordinary circumstances beyond their financial means are eligible to make application to the fund.

**Dependent child/children** mean a child (born to or adopted by the member) residing in the member's household and who is legally claimed as a dependent on the requestor's federal income tax filing.

### V. Hardship Request Process

Each request for hardship assistance shall be submitted in writing through the CSPFF's on-line Hardship Request form. The CSPFF Director will receive hardship submissions and redact any personally identifying information contained within the request. The Director will research and confirm the requestor's eligibility, identify any historic dispositions of prior requests, calculate the current funding status of the Hardship Fund, and forward the results of this research along with the application for assistance to the Hardship Committee.

The Hardship Committee shall consider each request on a case-by-case basis, review all applications for assistance as soon as practical, make recommendations to obtain additional information from the requestor if necessary, and to vote on the request as expeditiously as possible.

The Hardship Committee may resolve requests through emailed communication, elect to hold a conference call, wait until a special meeting can be convened, or hold the application until the next regularly scheduled Board of Trustees meeting occurs.

The Hardship Committee may resolve that approved funds be paid directly to a requestor's creditor.