



## RETIREE HARDSHIP FUND (RHF) 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 Association (CSPA) 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 Retiree Hardship Committee

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

### III. Establishment of Retiree Hardship Fund

There is hereby established a Retiree Hardship Fund. The Retiree 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 Retiree Hardship Funds

Retirees who have been dues paying members of the CSPA for at least 5 years immediately preceding their retirement (less than 5 years immediately preceding retirement if they retired due to disability), 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. Retiree Hardship Request Process

Each retiree's request for hardship assistance shall be submitted in writing through the CSPFF's on-line Retiree Hardship Request form. The CSPFF Director will receive retiree's 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 Retiree Hardship Fund, and forward the results of this research along with the application for assistance to the Retiree Hardship Committee.

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