

Instructions for Application for Assisted Care
During the COVID-19 Pandemic

(For Chapter)

Refer to Section 40, Elected Grand Trustee, Assisted Care Committee of the By-Laws for the Grand Chapter of Georgia.

The following temporary instructions are provided to assist a chapter in submitting an application from a member for Assisted Care during the pandemic and the suspension of meetings:

- (1) Any member who needs financial assistance in payment of medical expenses should complete an Application for Eastern Star Assistance. Application form and instruction for the applicant are available on the Georgia Order of the Eastern Star website (<http://gaoes.org>). Only the first four pages of the application form should be given to any member requesting Assisted Care.
- (2) The applicant will forward the application to the Worthy Matron or the Secretary of his/her chapter.
- (3) The Worthy Matron and the Secretary will be the active committee to investigate the need during the suspension of chapter meetings.
- (4) The Worthy Matron and Secretary will review the application to ensure that it is complete, has the proper signature and meets the requirements for assistance as established in the Manual and Code.
- (5) Upon determining the member eligible, the committee will sign the application form recommending approval. Their signatures are the only ones required at this time.
- (6) The Worthy Matron and Secretary will write a letter of recommendation which will be signed by both and will be attached to the completed application.
- (7) The Secretary will sign the application and affix the chapter seal to make it official. She will send two copies of the completed application including the signed report from the applicant and the letter of recommendation from the Worthy Matron and the Secretary to the Chairman of the Elected Grand Trustees, Assisted Care Committee.
- (8) The Elected Grand Trustees will review the application and approve or disapprove the application. The applicant and the chapter's secretary will be notified as to the findings of the committee and the amount of the monthly assistance granted if approved.
- (9) When the suspension is lifted, at the first chapter meeting, the Worthy Matron will include in her report the receipt of the application, the name of the applicant, names of the Investigating Committee, recommendation and the results of the application.

Inquiries concerning applications shall be addressed to the attention of the chairperson of the Elected Grand Trustees, Assisted Care.

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During the COVID-19 Pandemic

(For Applicant)

Eligibility: Any member of the Order of the Eastern Star in Georgia who needs financial assistance in the payment of expenses relating to medical care, medical equipment, assisted care and nursing home care. Eligibility for this program shall be determined solely on the basis of the severity of financial need.

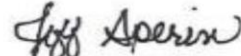
Below are the criteria and the steps for applying for Assisted Care during the Pandemic while chapter meetings have been suspended:

- 1) Any member who needs financial assistance in the payment of medical expenses should complete pages 1 – 4 of an Application for Eastern Star Assistance.
- 2) The original and one copy of the completed application must be submitted to the Elected Grand Trustees, Assisted Care Chairman. Failure to complete the form accurately and to provide proper documentation may delay the processing of the application.
- 3) In completing the application on page 2 under EXPENSES, you must submit a detailed list of any Medical Expenses not covered by Medical or Insurance (cost of medications, insurance premiums, medical equipment, doctor payments, etc.).
- 4) Provide copies of all CURRENT medications as filled or a list from the drug store showing cost for a 30 day supply.
- 5) If additional information is required to accurately process an application, the Elected Grand Trustees, Assisted Care Committee shall in their discretion, require copies of medical records, doctor's statements, medical equipment prices, copies of financial document or tax returns of the applicant, or such other documentation as the Trustees deem necessary.
- 6) If you need assistance in completing the application, contact the Chairman of the Elected Grand Trustees, Assisted Care.

Approved:



Tina Spier, Worthy Grand Matron



Jeff Sperin, Worthy Grand Patron



Attest:



Betsy Nibeck, PGM, Grand Secretary