

Alabama Correctional Employee Support Fund Donation Policy

I. Eligibility

Those eligible for monetary donations include current employees of the Alabama Department of Corrections (ADOC) who are in permanent employment status, retirees from the ADOC, major charitable organizations (American Cancer Society, Red Cross, etc.), and, in cases of death or injury in the line of duty, sworn law enforcement officers of other state/county/city law enforcement agencies.

II. Qualified Events

The Alabama Correctional Employee Support Fund (ACESF) will consider providing monetary support for any event or circumstance that results in a person becoming needy, ill, distressed, poor, underprivileged, etc. IRS regulation definitions to be utilized in determining qualified events are as follows:

- A. Definition of the "ill" – An ill person is a person who requires medical care within the meaning of §1.213-1(e). Examples of ill persons include a person suffering from physical injury, a person with a significant impairment of a bodily organ, a person with an existing handicap, whether from birth or later injury, a person suffering from malnutrition, a person with a disease, sickness, or infection which significantly impairs physical health, a person partially or totally incapable of self-care (including incapacity due to old age). A person suffering from mental illness is included if the person is hospitalized or institutionalized for the mental disorder, or, if not hospitalized or institutionalized, the person's mental illness constitutes significant health impairment.
- B. Definition of the "needy" - A needy person is a person who lacks the necessities of life, involving physical, mental, or emotional well-being because of poverty or temporary distress. Examples of needy persons include individuals who are experiencing financial hardship as a result of lost wages (not to include overtime or resignation), a person who temporarily lacks food or shelter (and the means to provide for it), a person who is the victim of a natural disaster (such as fire or flood), a person who is the victim of a civil disaster (such as a civil disturbance), a person who is temporarily not self-sufficient as a result of a sudden and severe personal or family crisis(es) (unemployment, separation/divorce, caring for ill, disabled or aging family member; or a person who is the victim of a crime of violence or who has been physically abused.
- C. Definition of "financial hardship" – A financial hardship is an unplanned, unforeseen financial expense that is beyond the individual means to manage resulting in the inability to meet basic living expenses for goods and services necessary for the survival of the individual and his or her spouse and their dependents. Assistance in cases of financial hardship resulting from an individual's failure to plan, poor personal or financial decisions, or dependency on supplemental income from overtime work is beyond the scope of consideration by the ACESF.

III. Application Process

- A. Application Submission: All applicants should complete the "Application for Support" form (Attachment A) and submit to the ACESF office located in the ADOC Administrative Office at the

Criminal Justice Center in Montgomery. Applicants are requested to provide a detailed written statement as to how their handship began, their actions to remediate, and the status of their situation. Details of monthly expenses, unexpected expenses, and assets are also requested including any supporting materials. Failure to provide requested documentation will likely prolong the review process. Application package should be sent to the attention of the ACESF Secretary.

- B. Application Evaluation: The ACESF Secretary will assign an Application Number to the request and forward to the application Evaluation Committee for review. As the evaluation process will not be anonymous, any member of the Evaluation Committee who is determined to have a potential conflict of interest due to established personal or business relationship with the applicant should recuse them self from the evaluation process. The Evaluation Committee will be comprised of four (4) members; three non-board members who are active employees of the ADOC, and the President of the ACESF Fund Board of Directors or his designee. The ACESF President will observe and offer input but will not vote to approve or reject an application. The Evaluation Committee will review all pending applications for support, and if justified, approve an appropriate amount of financial support for the applicant(s). Special meetings may be called as needed to process emergency requests for support. The Evaluation Committee has authority to grant up to \$2,000 in financial support for an individual application. Applications that justify financial support above \$2,000 must have ACESF Board approval. Only one(1) support donation will be allowed per applicant within a calendar year; however extreme circumstances as determined by the Board of Directors may qualify an applicant for supplemental financial assistance. Upon completion of the application evaluation, the Evaluation Commmittee will submit the application package along with a "Donation Proposal Form" (Attachment B) for each application to the ACESF Secretary for processing. If the application is rejected by the Evaluation Committee, written reason for rejection will be noted on the Proposal Form.

IV. Processes for Award Issuance

- A. The ACESF Treasurer should write the ACESF donation check for each approved application. The ACESF Secretary and Treasurer should sign all donation checks. All financial records should be updated for each account transaction. Upon completion, the application package should be filed, and the check mailed along with a correspondence letter on behalf of the ACESF Board of Trustees.

B. Other Fiscal Guidelines:

The ACESF Board of Directors will determine the total fund revenue to be allocated for donations in a calendar year based on fund balances at the end of the previous calendar year. The application Evaluation Committee will have authority to make total donations up to the allocated amount. Special circumstances requiring funding support above the annual allocated amount must be approved by the ACESF Board.

Donations to support families in cases of DOC employee deaths:

- * In state - DOC deaths in line of duty - \$2,500
- * Out of state – DOC deaths in line-of-duty - \$500
- * In state - other law enforcement deaths in line of duty - \$1,000

Donations to support families in cases of DOC employee family member deaths:

- * ACESF allows a maximum donation of \$500 to assist current employees with funeral expenses for immediate family members (spouse and children) living in their home. All donations will be paid directly to the funeral home conducting the burial.