

Family Programs Hawai'i - Hilo Teresa Hughes Enhancements Guidelines

Eligibility:

- Children must be under 18.
- Children must have been abandoned, neglected, or abused, or resides in a household where abuse has occurred.
- Children are in need of financial assistance; and
- Reside in Hawai'i.

Examples of assistance to children*:

- Extracurricular school expenses (e.g., athletic uniforms, field trip fees)
- Social activity expenses (e.g., prom or graduation attire)
- After-school activities, hobbies. Sports (e.g., hula lessons, soccer registration)
- Intersession school activities (e.g., summer camp)
- Facilitation of transition into adulthood (e.g., driver's education, copy of birth certificate)
- Other quality of life enhancements (e.g., birthday/Christmas gifts - \$50 maximum, books, toys)
- School-related expenses (e.g., tuition, books, fees, tutoring, pre-school)
- Health-related expenses (e.g., medical, dental, therapy, counseling)
- Basic needs (e.g., clothing, baby furniture) Expenditures in this category requires explanation and prior approval from Bank of Hawaii-Foundation Administration.

***Any other assistance, including out of state travel, requires approval from Bank of Hawaii Foundation Administration**

Guidelines:

- The request must come from a professional working with the child. This includes social workers; GAL's; therapists; outreach workers; etc.
- Payments must be for the direct benefit of the child.
- Payments must be made to **vendors** for the benefit of eligible individuals. Parents can be reimbursed only with original receipt.
- Requests must be \$25 or more.
- We must identify Teresa F. Hughes Trust as the source of funds.
- Payments made on behalf of eligible individuals are limited to a total of \$500 per person per year, unless prior approval is obtained from Bank of Hawaii.

Procedure:

- Worker fills out **FPH Request Form for the Teresa Hughes Enhancement Fund** and mails or delivers to FPH Hilo Office 120 Pauahi St., Suite 306, Hilo, HI 96720 (*originals only – faxes cannot be processed*).
- Check is cut and sent to individual designated on the Request Form (parent may be reimbursed with original receipt) within 2 weeks of receiving completed forms.
- Appropriate back up and or receipts must be returned within 30 days of check issue date in corresponding envelope. **Parent must sign back of receipt acknowledging receipt of goods.**