

Family Programs Hawai'i Teresa Hughes Enhancements

Eligibility:

- Children must be under 18.
- Children must have been abandoned, neglected, or abused, including children in whose households 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 the category require explanation.

***Any other assistance, including out-of-state travel requires approval from the Trust.**

Guidelines:

- Payments must be for the direct benefit of the child.
- Payments must be made to **vendors** for the benefit of eligible individuals. **Payments may not be made to individuals.** Staff can be reimbursed for pre-approved expenditures with proper vendor documentation.
- 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**; gives to Supervisor for approval and faxes to FPH Honolulu Office. Appropriate back up and or receipts must accompany Request Form
- Check is cut and mailed to vendor or staff to give to vendor.