

NORTH CAROLINA LIONS, INC.

STANDARD MATCHING FUNDS POLICY Eye Exams & Glasses

1. The purpose of the Standard Matching Funds Program is to assist Lions Clubs in helping individuals who have a financial need and all other means of assistance have been exhausted with eye exams and glasses. It is the responsibility of the Club to establish procedures to determine the need of the individual requesting assistance. NCLI will provide sample forms and materials to assist the Clubs in establishing their policies. Matching Funds are available for North Carolina residents only. An individual is considered a resident if he/she is in North Carolina voluntarily for at least three months with the intent to remain.
2. The program will cover a basic dilated eye exam and basic glasses. Glasses with upgrades such as transitions lens, Crizal lens and designer frames will not be covered.
3. Matching Funds requests must be submitted within 60 days of service date. Request not received within ninety days of the service date will not be considered for reimbursement.
4. Requests will not be considered where the client has already paid for the services and wants to be reimbursed.
5. The following items must be received before a matching funds request may be processed:
 - a. Standard Matching Fund Request Form (for exams & glasses only) signed by a Club Representative.
 - b. Proof of Clubs payment to vendor or service provider.
 - c. Vendor statement detailing services provided.
6. Clubs will be reimbursed for 50% of their payment for the exam/glasses up to a maximum of \$100.00. Minimum request is \$25.00 per individual. The Club may receive a maximum of \$100.00 per individual in a given fiscal year.
7. Matching Funds are subject to availability based on the Budget adopted by the NCLI Board of Directors. Once the budget is depleted reimbursement will not be available until the new budget goes in effect. Services provided during this period will not be considered for reimbursement in the next budget year.
8. In the event of NCLI anticipating Matching Funds requests to exceed the budget, NCLI will make reasonable efforts to inform the Clubs that funds are expected to run out. But it is the responsibility of the Clubs to be aware of the current Matching Funds status and to make adjustment to their own policies and budgets in the event Matching Funds are depleted.