

# The Kristina Butler Foundation Caregiver Assistance Policy

## **Mission:**

Through collaborative partnerships, generous donors, and personalized assistance, The Kristina Butler Foundation, strives to create a network of care that promotes the physical, emotional, and social well-being of seniors while offering guidance and relief to their dedicated caregivers.

## **Scope of Assistance:**

The Foundation provides educational assistance to qualified professional caregivers pursuing further education, certification, or training related to caregiving.

## **Minimum Eligibility Criteria:**

To be considered for educational assistance from the Kristina Butler Foundation, applicants must:

1. Be employed as a professional caregiver by a home health agency.
2. Reside in the United States.
3. Be at least 18 years of age.
4. Demonstrate financial need.
5. Provide proof of caregiving responsibilities and employment status.
6. Successfully pass a reference and background check in accordance with applicable laws.

## **Application Process:**

The Foundation operates on an application submission cycle. Submission period timelines (period open and submission deadline) will be announced via the Foundation's website.

The amount to be awarded during each cycle and the cap per applicant will be announced at the beginning of the period.

To Apply:

1. Complete and submit the Caregiver Educational Assistance Application, available on our website or mail, by request.
2. When prompted, submit required documentation including proof of employment, income verification, background check authorization and any additional requested information.
3. Applications must be submitted by the specified deadline to be considered for the current submission period.

## **Review and Selection Process:**

Applications received during the submission period will be reviewed to determine recipients of educational assistance. All applications will be discarded at the end of each cycle and will not be considered in the next cycle. To be considered in the next cycle, applicants would need to reapply.

The application review, selection, and funding process consists of:

### **1. Initial Eligibility Assessment:**

- Applicants must meet all the minimum eligibility criteria (from page 1 of this policy) to move to the initial review questionnaire portion of the application.
- Applications will be evaluated using an eligibility scorecard based on a predetermined points scale.
- Applicants meeting the required eligibility score will proceed to the next stage.

### **2. Motivation Statement Review:**

- Applicants who pass the initial eligibility assessment will have their personal caregiving motivation statements, from the application, blind-reviewed by the review panel and given an average rating according to a predetermined points scale.

### **3. Reference Check, Background Check and Income Verification:**

- Applicants who move past the review panel will have their references contacted and finalists will undergo comprehensive background checks and income verification, to ensure financial need requirements are met.

### **4. Funding Disbursement:**

- Educational assistance funds will be disbursed to the selected applicants at the discretion of the Foundation, based on the availability of funds and the needs identified during the review process. Not all applications will be funded due to limited resources.

### **5. Use of Funds:**

- Any awarded funds are solely for educational expenses outlined in your application.
- Proof of payment or program completion is required and must be submitted to the Foundation in a timely manner.

### **6. Notification of Applicants:**

- Applicants will be notified of decisions within 30 business days of submission deadline, via phone call or email.
- Successful applicants will receive instructions on how to proceed with the disbursement of funds.

### **Confidentiality and Data Protection:**

The Kristina Butler Foundation is committed to protecting the privacy and confidentiality of applicant information. Personal data collected will only be used for the purpose of evaluating eligibility for educational assistance and will be handled in accordance with applicable privacy laws.

### **Exclusions:**

Potential applicants will be ineligible to apply if they are directly related to a current employee or board member of the foundation. This includes spouses, parents, children, siblings, or any other close relatives. This policy is in place to maintain impartiality and fairness in the selection process and to avoid any perceived conflicts of interest.

### **Modification of Policy:**

The Kristina Butler Foundation reserves the right to modify this policy at any time and will communicate changes through our website and other appropriate channels. Applicants should check the website regularly for updates to the policy, ensuring they are aware of any changes that may affect their eligibility or the application process.

### **Non-Discrimination Policy:**

The Kristina Butler Foundation does not discriminate against any applicant in regard to race, color, ethnicity, sex, religion, national origin, disability, age (must be at least 18), marital status, veteran status, genetic information or any other relevant characteristic in the provision of educational assistance.

### **Contact Information:**

For inquiries about the educational assistance program, contact:

Email: [hello@kristinabutlerfoundation.org](mailto:hello@kristinabutlerfoundation.org)

Phone: 941-312-1667

Mail: The Kristina Butler Foundation, Inc.,  
P.O. Box 17482  
Sarasota, FL 34241

By applying for educational assistance from the Kristina Butler Foundation, applicants agree to comply with the terms and conditions outlined in this policy.