



## Rules and Procedures

### INTRODUCTION:

Mentees who are active participants with the Cobb County Veterans Treatment Court (VTC), fully compliant with VTC requirements, and not incarcerated may request funds. Funds can be provided as a GRANT which does not have to be repaid. Funds may also be provided as an ADVANCE when provided for a necessity while the “Mentee” is waiting for a paycheck, disability payment, or other income source. Depending on the purpose, a funds request may include documentation from a reputable business to verify the expense, but should be fully investigated and documented by the assigned Mentor prior to the request being made.

### ANY GRANT OR ADVANCE MAY NOT EXCEED MORE THAN \$1,000 PER INSTANCE

The request will be signed by both the Mentee and Mentor, dated, and forwarded to a Bravo Victor (BV) Board Officer. After review and upon approval by a majority of BV Board Members, a Board Member will sign the request form, and a check will be issued to the Mentor. The Mentor will then oversee payment of the expense. Normally, checks will be issued to the Mentor after a BV board meeting, normally held following a scheduled VTC Court session on Friday. In cases of emergency, the BV Board may approve/disapprove the request by e-mail vote.

Mentees should know when monthly bills are due, so such bills should not generally necessitate an emergency request except in exceptional cases.

Approval of funds will not generally be made for VTC drug test fees, non-emergency medical/dental care, routine legal expenses, or recurring expenses such as automobile repair or finance payments, insurance, taxi, and business expenses. Approval is also not generally given for incidental expenses, such as personal care or entertainment. BV funds may be approved for travel using local public transportation. Approval of funds for expenses will include the type of expense, clearly stated.

Funds may be approved for emergency travel, by ground or air, for the Mentee to travel for a medical emergency or death of immediate family members, such as a parent, grandparent, or sibling. Air/surface travel funds will not be approved for travel outside the CONUS. Any travel requests will be approved by the BV Board before any disbursement of funds is made.



Except for Advances, funds provided are NOT loans and are NOT subject to repayment. However, any advance must be repaid to the Bravo Victor Fund within 45 days of receipt of the expected funds that justified the advance (unless an exception is granted by the Fund Board) . Mentors are required to monitor Mentee’s repayment planning and execution for Advances.

UNDER NO CIRCUMSTANCES WILL PAYMENT BE MADE DIRECTLY TO THE MENTEE, ONLY THAT ACTUAL PAYEE OR THE ASSIGNED MENTOR

As a matter of honor, Mentees who receive grants they are not required to be repay and who successfully complete the VTC program should consider making future donations to the Bravo Victor Fund to help current and future Mentees as they go through the program. The respective Mentor should explain this to his/her Mentee at the time financial assistance is requested and seek their promise to do so, if financially capable.

When the Mentee has complied with all Court requirements and been honorably dismissed from the VTC and Court, he/she will not be eligible to request financial assistance from the Bravo Victor Fund. Likewise, if the mentee is dismissed from VTC for non-compliance, the former Mentee will not be eligible to request and further support.

POLICIES, CONDITIONS AND DEFINITIONS:

Emergency Financial Assistance: an Emergency is a condition that arises suddenly, is unforeseen and urgent, and requires immediate attention. Assistance for true emergencies will normally be in the form of an advance; when appropriate, or a grant, or a combination an advance and grant. Amounts of assistance will be commensurate with the proven and documented emergency need.

a. Advance. Emergency financial assistance would normally be in the form of an “advance” when the emergency situation is one where funds will be available within a short time frame (i.e., when VA payments are interrupted due to administrative issues or when paychecks are lost or delayed, or while waiting for a first paycheck or VA payment). Mentees will usually be able to repay the advance when funds are available, and should prefer to do so. *As previously noted, advances must be repaid within 45 days unless and exception is granted.* All BV advances are interest free.

b. Grant. A grant is made when repayment in the foreseeable future would cause undue hardship on the Mentee or family. To decide if undue hardship exists, a careful evaluation will be made of the Mentee's: (1) Personal situation. (2) Current and projected income. (3) Other assets. (4) Ability to start repayment immediately or in the foreseeable future. (5) Ability to complete repayment within a reasonable time.



c. Advance and Grant. Combination of an advance and a grant will be made when the Mentee's situation precludes repayment of the full amount of an advance, but partial repayment can be made without undue hardship or privation.

Special needs assistance. While not generally covered, when exigent circumstances justify, assistance in the form of a grant or advance may be given for dental care, dentures, eyeglasses, hearing aids, or similar needs. Such assistance should be rare, and the surrounding circumstances must be fully documented. **All** BV Board Members must approve such special needs funding.

BV emergency financial assistance can be provided under many types of conditions or situations. Usually involved are obligations for everyday essentials that are beyond the ability of the individual to meet. Any Mentee faced with a real emergency should be provided with BV assistance within the framework of these policies:

#### Emergency BV financial assistance to Mentees

The Bravo Victor Fund's objective is to assist the mentee in meeting a valid emergency need of the mentee and/or their dependents.

- a. Assistance is available for emergencies that require immediate attention.
- b. Assistance is provided only for a valid need and not as a comfort or convenience.
- c. Assistance is given only to individuals, not for group relief, general welfare, or long-term commitments.
- d. Each request is considered on its own merits, on a personalized and timely basis and without publicity.

With the help and guidance of the assigned Mentor, the Mentees must complete the BV Emergency Application Form and that form must be signed both by the mentee and the mentor. By signing the application form, both the mentor and mentee are certifying that the facts presented are true and complete to the best of their knowledge.

The Mentor shall establish from a personal interaction and in a specific interview with the Mentee requesting BV assistance and from other sources all the facts regarding the need for assistance. The Mentor should rely on supportable information only, and not base their input or support on assumptions, emotions, or incomplete or inaccurate information.



Verification and validation of the Mentee's total budget situation are essential to the application process. The Mentor is the lead for development of the budget input and should use the opportunity to aid the Mentee in developing a more complete understanding of personal budgeting issues and the in the development of a long-term spending plan.

The Mentor and Mentee will provide a completed BV Application Form to the BV Fund Board, for consideration and action. The Mentor and/or Mentee can appear before the Board to present their case and answer any questions, but this is not required.

Each case must be considered on its own merit. No two persons are exactly alike; also, no two situations are identical.

When the BV applicant's case is border-line, the decision normally should favor the applicant. Normally, to evaluate an applicant's request for assistance, the Mentor and the BV Board will consider, as a minimum, the following items:

- Purpose for which emergency assistance is requested.
- Whether a real emergency exists.
- Information on applicant's income from all sources (including that of a spouse, when applicable).
- Itemized statement of monthly and other expenses.
- Whether financial help will relieve the emergency.
- Amount of assistance needed versus what is wanted.
- Whether the need is being met or can better be met by aid from another agency.
- Confirmation of Mentee's status in the VTC Program.
- Expected date of graduation and end of probation status.
- Whether person has received previous BV assistance and the status of any prior advances.
- Providing assistance as an advance unless repayment would cause undue hardship.
- When an advance or grant is approved, the Mentor will assure that the Mentee:
  - (a) Understands responsibility and terms for repaying the advance.
  - (b) Agrees to keep the Mentor advised on any change in financial situation.
  - (c) Agrees that personal data on the application can be given to the BV Fund Board as needed for processing the application.
  - (d) Understands that failure to repay an advance, unless undue hardship exists, might result in sanctions or delay in graduation, should the Court deem such action justifiable and legal.

When BV assistance is not approved, the Mentor, working with the BV Board, will:



- Assure that the applicant knows the reasons for disapproval.
- Record reasons for disapproval.
- Retain the application for future reference.

When the Mentee's problem appears to be a continuing one, the Mentor, working with the Court Staff will undertake to identify and refer the individual to the appropriate agency for help.

#### CATEGORIES OF AUTHORIZED EMERGENCY FINANCIAL ASSISTANCE:

a. Nonreceipt of pay, disability benefits or other allowances and allotments. Applies when funds are due and not received, through no fault of the Mentee. Assistance will not be based on amount of funds due, but rather be limited to basic needs for subsistence to prevent privation until funds are received.

b. Loss of funds. (Includes loss of pay or other funds.) Normally, this would be attributable to theft or not properly safeguarding funds. The loss should have been reported to the Court and to law enforcement authorities.

Assistance will not be based on amount of funds lost, but rather be limited to basic needs for subsistence to prevent privation until other funds are available. Gambling loss is not considered a valid reason for Assistance.

c. Medical, dental, and hospital expenses.

(1) Assistance is permitted for personal medical and related expenses related to obtaining authorized medical care. Medical expenses include all health services, equipment, and supplies that are benefits of either VA or other medical plan coverage. Assistance for medical and hospital expenses may be provided when:

- Medical treatment or hospital expenses are not elective but medically required.
- Paying bills or a required down payment cannot be deferred through usual repayment period.



(2) Assistance for dental care is authorized when:

- Emergency treatment is needed and the dentist requires a down payment. Normally, a dentist or medical authority should affirm the case as an emergency.
- Programed treatment involves a significant down payment that the individual cannot meet.
- For orthodontic treatment, BV assistance is appropriate only when orthodontia is required for medical reasons.

(3) Assistance for prosthetic devices, such as orthopedic shoes, hearing aids, spectacles, and so forth, is authorized when supported by a statement from a medical authority attesting that the device is essential for the health and welfare of the individual.

d. Funeral expenses. Assistance is authorized for funeral expenses incurred for immediate family members. Assistance for a non-dependent parent, sister, brother, or other extended family members will normally not be covered, but may be considered if special circumstances apply or on limited basis. Assistance is limited to only provide reasonable funds for a modest but dignified funeral.

e. Rent. Assistance may be provided for—

- Payment of initial rent and deposit.
- Payment of rent when supported by other financial factors, such as unexpected critical expenses or delay or loss of funds.
- Emergency shelter.

f. Food. Assistance may be provided for food and food stamps to prevent privation.

g. Utilities. Assistance may be provided for—

- Payment of required deposits.
- Payment of utility bills, when supported by other financial factors, such as unexpected critical expenses or delay or loss of funds.

h. Privately owned vehicle. Assistance is appropriate for—

- Cost of repairs essential to maintain a vehicle in safe operating condition, but not routine maintenance.
- Vehicle insurance premium for period of emergency need.
- Car payment, when supported by other financial factors, such as unexpected critical expenses or delay or loss of funds.



- i. Clothing. Assistance for clothing is provided only when the clothing is needed for everyday living.
- j. Fire or other disaster. Assistance in case of fire or other disaster will be provided but will be limited to amount needed to prevent privation or undue hardship.
- k. Privation. Assistance is authorized to prevent privation of a mentee and dependents for valid causes not otherwise identified above.

#### Categories of unauthorized emergency financial assistance

Unless unusual circumstances exist, BV financial assistance is not authorized for the following reasons:

- a. Divorces.
- b. Marriages.
- c. Education expenses (tuition, room and board, books and supplies).
- d. Rental, lease or purchase of new/used privately owned vehicle and costs associated with rental, lease, or purchase (for example, taxes, registration, insurance, transportation, and so forth).
- e. Ordinary leave or vacation.
- g. Liquidation or consolidation of outstanding debts.
- h. Business ventures or any similar investment.
- i. Funds to replace those overdrawn from bank account.
- j. Court fees, fines, judgments, liens, bail, legal fees, and income taxes, except to prevent immediate privation of dependents.
- k. Goods or items for convenience, comfort, or luxury.
- l. Continuing assistance.
- m. Abortion.

In order to facilitate the process of making a request for funding support, the Mentor should determine and validate, with as much accuracy as possible, the full financial status of the Mentee.

Please use form below and attach to the BV Fund Request for Funds  
BRAVO VICTOR FUND REQUEST FOR FUNDS  
INCOME AND LIVING EXPENSES

Complete the form and provide to your Mentor along with the Request for Funds





**MONTHLY INCOME AND LIVING EXPENSES**

- All dollars must be entered on a MONTHLY basis
- You probably do not spend money on all items listed. Provide dollar amounts for the items that apply
- **Grants or Advances may not exceed \$1,000 per request**

**Mentee's Name:** \_\_\_\_\_

**Amount of Grant or Advance Requested:** \_\_\_\_\_

<b><u>Monthly Family Income:</u></b>	<b><u>Dollars:</u></b>	<b><u>Family Living Expenses:</u></b>	<b><u>Dollars:</u></b>
Take Home Pay	_____	Food	_____
Net Pay from 2 <sup>nd</sup> Job	_____	Clothing	_____
Net Pay of Spouse	_____	Child Care/Child Support	_____
Child Support	_____	Telephone/Internet/Cable	_____
Food Stamps	_____	Cell Phone	_____
<b>TOTAL:</b>	_____	Savings	_____
		Medical	_____
<b><u>Family Housing Expenses:</u></b>		Insurance (Life, Health)	_____
Rent/Mortgage	_____	<b>TOTAL:</b>	_____
Electric	_____		
Water/Sewer/Garbage	_____	<b><u>Monthly Debt Service:</u></b>	
Homeowner/Rent Insurance	_____	Personal Loans	_____
Other (HOA/Security/Park)	_____	Credit Cards	_____
<b>TOTAL:</b>	_____	Furniture Own or Rent	_____
		Auto Loan(s)	_____
<b><u>Transportation:</u></b>		<b>TOTAL:</b>	_____
Gasoline	_____		
Car Maintenance	_____	<b><u>Other Expenses (List):</u></b>	
Car Insurance	_____	_____	_____
Tax/Tag/Registration	_____	_____	_____
Car Loan Payments	_____	_____	_____
<b>TOTAL:</b>	_____	<b>TOTAL:</b>	_____

**Total Income MINUS Total Of All Expenses:**                      \$ \_\_\_\_\_