

## NORTH CAROLINA LIONS FOUNDATION, INC.

### KIDSIGHT STANDARD MATCHING FUNDS POLICY Eye Exams & Glasses

1. The purpose of the Standard Matching Funds Program is to assist Lions Clubs in helping children who have a financial need and all other means of assistance has been exhausted for eye exams and glasses. It is the responsibility of the Club to establish procedures to determine the need of the child requesting assistance. NCLF will provide sample forms and materials to assist the Clubs in establishing their policies. **KidSight Matching Funds are available for North Carolina residents only who are age 18 and younger.** 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. Contact lenses are not covered.
3. **Matching Funds requests must be submitted for preapproval before the services are rendered. Preapproval will be given by NCLF Executive Director or an appointed NCLF staff member.**
4. After the date of service and within 60 days of the service date, please submit the invoice to NCLF. Request for payment not received within sixty days of the service date will not be reimbursed.
5. Requests will not be considered where the client has already paid for the services and wants to be reimbursed.
6. 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 and Preapproved by NCLF Admin.**
  - b. **Proof of Clubs payment to vendor or service provider.**
  - c. **Vendor statement detailing services provided.**
7. Clubs will be reimbursed for 50% of their payment for the exam/glasses up to a maximum of \$300.00. **The Club may receive a maximum of \$150.00 per individual in a given fiscal year.**
8. **KidSight Matching Funds are subject to availability based on the current KidSight Grant Funds. Once these funds are depleted reimbursement will not be available until the new funds are secured. This is why preapproval for all KidSight Matching Funds is required.**