

1. The budget for the Department Children and Youth Committee will be dependent upon voluntary Unit contributions and Poppy proceeds forwarded to the Department Office and administered by the Department Chairman. Donations shall be made payable to the Department of California, American Legion Auxiliary, and earmarked for "Children and Youth." (1989)
2. **The budget shall include amounts to fulfill the obligation of temporary financial assistance, and specific medical needs. Chairman and program allowance, administrative expenses, authorized travel to the Regional Leadership Conference and such other conferences as may be authorized by the Department President. Reimbursement for authorized travel shall be upon mileage, coach fare, and per diem as allowed at the rate established by Department and approved by the Finance Committee.** (2004)
3. The Chairman shall provide the Department Office with all documentation regarding finances on a quarterly basis.
4. A copy of the National Children and Youth Guide shall be forwarded to each Unit and District Chairman. The Guides shall be passed on by all Chairmen to their successors. Whenever possible, a coordinated program as suggested in the Guide is to be developed on a Unit and Post level.
5. The National Children and Youth report form shall be used by Units, Districts, and the Department Chairman for the annual report. The Department Chairman shall prepare a supplementary report form for the Department Children and Youth activities. (1989)

RE: TEMPORARY FINANCIAL ASSISTANCE

6. Temporary Financial Assistance for the Children and Youth program shall follow the policies in The American Legion National Children and Youth Brochure for Temporary Financial Assistance. These funds shall be administered by the Department chairman to assist eligible children. Eligibility is as defined in the current brochure. (1989)
7. Applications for Temporary Financial Assistance shall be the responsibility of the local Unit and shall be made on the established form. The application will be forwarded to the Department Chairman for approval and final action. (2000)
8. All assistance checks shall be made payable to the Unit Chairman and she shall make all expenditures. In her absence, the Unit President will be responsible. A case number shall be assigned and reported keeping the name confidential. When unusual circumstances require additional assistance for a period over two months, the Department Chairman must have the written approval of the Department President and the Chairman of the Department Finance Committee before granting an extension. (1989)
9. The Unit when possible shall make a contribution to the family with funds and/or services, contacting community resources before applying to the Department for assistance. Department Funds shall not reimburse the Unit for money spent prior to the date of application, except as provided in the National Children and Youth Guide. When Department is requested to assume an obligation of assistance, approval shall be secured before assistance is granted.

10. Unit Chairmen shall cooperate with established agencies and be aware of policies of public and private agencies so permanent assistance may be obtained as quickly as possible. (2000)
11. Consideration for additional assistance shall not be given unless the receipt form and receipts for the issued check and expenditures and the monthly review form have been received and approved by the Department Chairman. The receipt form shall be completed and signed by an adult member of the family receiving aid as soon as the funds have been administered or with thirty (30) days after receipt of the funds. Funds provided to a Unit for family aid must be used exclusively for that family. All funds not expended must be returned to the Department Chairman. (2000)

RE: SPECIFIC MEDICAL NEEDS

12. As specified in the Children and Youth Guide, consideration shall be given to urgent Specific Medical Needs (including dental and optical).
13. Medical assistance shall be provided when other resources are not available.
14. Application for Specific Medical Needs shall be made on the Department application form for Child Welfare Aid. The application shall be completed in the same format as other Department Aid and shall include a statement of what portion of the cost if any can be assumed by the Unit, insurance, other sources, or the parent. Attached to the application must be a statement from a doctor, hospital, or clinic that will perform the service, stating the nature of the illness or disability, the service required, and the estimated cost.
15. Approval of the requested assistance and approval from Department for specific medical needs must be obtained before any service is performed. Debts already incurred are not reimbursable from Department funds. Unit Chairmen are responsible for the disbursement of funds and must meet the reporting criteria prescribed in Paragraph 11 of this code. The Department shall not obligate itself for long-term care. (2000)