

## Proposed Guidelines for submission of Covered Expenses

General Philosophy Note: The following guidelines were developed with the goal of physical fitness and its many disease-preventative benefits related to Spina Bifida as only one target of the eligible expenses. Mental and emotional health is equally as important and will be covered in this guideline.

These can be re-evaluated on a yearly basis as we gain experience in predicting the impact these expenses have on the overall financial posture of the SBA. Again, the goal of these guidelines is to allow families as much freedom as possible in choosing activities, while at the same time recognizing the finite resources of SBA. Individuals are strongly encouraged to check eligibility of a particular item/fee before purchasing it.

Individuals are responsible for registering and paying the fee to the programs themselves. Once you have paid the program, you can then submit a reimbursement claim to SBA. The same proof of payment is required for these expenses as is for others: a receipt along with a cancelled check (or image of one) or a credit card line item statement for items over \$50 in cost. When you submit your claim for reimbursement, please include literature describing the program. A case by case review conducted by voted council members for prepayment on classes will be considered for members with circumstances beyond members control.

History of completion will be taken into consideration for class funding and failure of completing a class will result in non-coverage of future classes within the fiscal year. Definition of course completion shall be defined by the course manager/instructor, otherwise, 75% attendance warrants completion. Completion of class verification will be achieved by documentation signed by instructor/course manager.

Funding for classes used to enrich, have educational value, and better one's wellbeing be it physically, mentally, or emotionally will be funded within the following criteria. Class must be held within an educational environment, teacher, coach, or director present. Classes must be held weekly or biweekly and cannot be a social outing.

Example: Art class: covered

Art show: not covered

Theater class: covered

Theater tickets: not covered

Fitness classes: covered

Gym membership: not covered

As with other expenses considered of reimbursement, any program must occur on a weekly or biweekly basis.

Onetime programs such as ski trips, rock climbing trips, canoe outings, etc. are not be eligible, as these have recreation as their focus, not physical fitness.

Disabled sports programs and abled sports programs fees (not special outings) would be eligible under these guidelines. Other programs may be eligible, given that they meet the above guidelines.

Fees for sports camps are considered camp fees and subject to camp guidelines.

Exercise equipment directly related to spina bifida, such as sports chairs, hand cycles, and tires are eligible for reimbursement.

Seminar registration regarding SB health and mental health will be covered (meals, travel and lodging will not be covered)

**Non-Eligible Expenses:**

General fitness items such as gym memberships and exercise equipment not specific to use by individuals with spina bifida (such as treadmills, exercise bikes, swim suits, heart rate monitors, ect...) are not eligible because they are not directly related to spina bifida.

Other items not reimbursable include:

Travel Expenses

Sports Tournaments fees

Recreational one-time outings for ski-trips, canoeing, rock-climbing, etc.

Travel expenses related to any programs are not eligible for reimbursement, only program fees.