

## **INFORMATION FOR APPLICANTS**

### **NURSES HOUSE SERVICE PROGRAM**

Nurses House is a national charity whose sole purpose is to provide short-term financial assistance to registered professional nurses in need as a result of illness, injury or disability. Such assistance is rendered through the Service Program and is normally provided on a one-time basis.

The Service Program endeavors to provide appropriate, sensitive and timely assistance to colleagues in need. The Service Program Council, comprised of registered professional nurses, develops program guidelines and reviews and acts upon requests for assistance. Absolute confidentiality of information about applicants is maintained. Services are provided without discrimination to professional nurses who are or have been licensed in the United States.

Financial grants awarded by the Service Program Council assist in payment of such basic needs as rent or mortgage, food, utilities, telephone and health insurance. The amount of and number of grants are based upon the individual applicant's need and available Nurses House resources. When needed and possible, Nurses House attempts to assist applicants in identifying other potential sources of assistance. The threshold criterion for Nurses House assistance is that the applicant's monthly income is insufficient to meet monthly basic living and medically necessary expenses. SPC guidelines exclude assistance for loans or debt reduction.

### **APPLICATION PROCESS**

Requests for assistance are submitted via the Nurses House application form. Applications are accompanied by a Health Status Report Form to be completed by the applicant's licensed health care provider. Applicants are requested to submit copies of their RN license or registration and most recent pay stubs with the completed application. Applications are reviewed on an anonymous basis. Processing of applications is generally completed within twelve weeks of receipt of all required information.

Additional information is available from our website or from our Nurses House secretary at (518)456-7858 x 25.