

# Reimbursement Policy



Reimbursement is subject to availability of Space Coast Feline Network (SCFN) funds.

Each request for reimbursement must be accompanied by a SCFN Reimbursement Form (attached).

Administrative items (stamps, office supplies, etc.) will be reimbursed at 100%.

## **Food Cost Reimbursements (Feral Cat Colony):**

The food reimbursement program is provided at the discretion of the Board for caregivers who are on limited incomes or feeding multiple, large colonies.

The feral colony in need of food cost reimbursement must be registered with Space Coast Feline Network (SCFN) and be located in Brevard County, Florida.

The person requesting cat food reimbursement is not required to be the needy colony's caregiver. He/she may be an SCFN volunteer who assists the needy colony's caregiver by buying and delivering cat food to the caregiver.

The caregiver of the needy feral cat colony, or the assisting SCFN volunteer, must provide written justification as to why sufficient funds are not available to feed the cats on a regular basis.

The SCFN food coordinator will keep a current list of needy feral cat colonies.

A volunteer is currently providing \$25 gift certificates for use at Publix stores for dry cat food only. Gift certificates are mailed to needy feral colony caregivers monthly by the SCFN food coordinator.

If a caregiver does not receive a Publix gift certificate (at the option of the benefactor providing them), SCFN will reimburse the cost of cat food for needy colonies up to a maximum amount per month for each colony. This maximum amount will be decided each year, at the annual budget review. For the calendar year 2005, this amount is \$25/month. The caregiver must submit the same information about the need for support to the Board for approval as with the Publix gift certificate program.

## **Medical Expense Reimbursement (Feral Cat Colony & Foster Cats):**

Cats/kittens deemed unadoptable and other non-placeable feral cats/kittens should be scheduled for the SCFN Trap, Neuter, Return (TNR) Spay/Neuter Clinics if at all possible.

Reimbursement for spay/neuter services outside of SCFN TNR clinics will be provided only at the low-cost clinic or discounted rates, up to \$30.

Based on availability of funds, feral colony caregivers may be reimbursed, 50% of the medical expenses, up to a maximum of \$100, for medical care required due to illness/injury of feral cat(s) that are returned to the colony, provided:

- The caregiver is listed in the SCFN database;
- The cat has been altered;
- A copy of the veterinarian's bill/invoice accompanies the SCFN Reimbursement Form.

Generally, SCFN does not reimburse expenses for foster cats. However, expenses for foster cats requiring extensive medical care may be reimbursed by special request for donations made by the foster parent. Donations received on behalf of these "special needs" foster cats will be placed in a designated fund and passed on to the foster parent in their entirety. The foster parent is required to submit copies of veterinarian bills/invoices to document the use of the donations.

Reimbursements must be requested in writing, using the SCFN Reimbursement Form and attaching the accompanying receipts/invoices.

To minimize SCFN administrative costs, the reimbursement request should be accompanied by a self-addressed, stamped envelope (SASE).

This policy does not apply to the feral cats that are located at the Mims property/sanctuary or will be taken to the sanctuary. Expenses for these cats are paid in full since they are sheltered cats under SCFN.