



BARTLETT LIONS CLUB

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Assistance Application Information and FAQs

The Bartlett Lions Foundation is a 501c3 charity doing business as the Bartlett Lions Club (BLC). We are a 100% volunteer organization. We operate the Club in our spare time. The BLC is a chartered member of the Lions Club International (LCI). The BLC services specific postal zip codes. The zip codes are 38133, 38134, 38135, 38128 and some of 38002. If you do not reside in one of these zip codes, please call 901-543-5466.

The BLC raises all project money by selling pecans in local businesses and at local events. We also raise money through other fundraisers throughout the year but most of our money comes from pecan sales. We receive no financial assistance from any government agency.

What services does the Bartlett Lions Club offer?

The BLC offers many different services but only require an individual to submit an application for the following services:

- Free vision exams and glasses (if needed) for residents of all ages. We currently do not provide contact lenses.
- Free hearing exams and hearing aids (if needed) for residents of all ages.
- Free glaucoma/cataract exams and surgery for elderly residents.
- Any other service is considered a special request.

Anything requiring surgery will **always** require the applicant's application to be placed on a **waiting list**.

These services are provided for no charge to the applicant. We can only offer services based on the amount of money we raised the previous year.

Who is eligible to receive assistance?

BLC's goal is to help as many people as possible that live in our community.

- The applicant must be a resident within BLC's service area.
- The applicant must be near the Federal Poverty guideline for the current year.
- The applicant must submit a completed application and all supporting documentation.

How often can I apply for assistance?

The BLC would like to help as many people in the community as possible. We limit the frequency of requests for assistance.

- Vision exams and glasses (adult) – may receive assistance **every 24 months**
- Vision exams and glasses (minor) – may receive assistance **every 12 months**
- Hearing exams and hearing aids – may receive assistance **every 4 years**
- All sight surgeries – may receive assistance **every 5 years** if needed

What is the application process?

Since our project money is very limited, we have very strict application requirements. The BLC reserves the right to accept or deny an application for any reason. Please see below for more information.

- Request an application by calling or texting **901-451-9393** or emailing bartlettlions@gmail.com.
- The BLC will send you an application via US Postal Service or email.
- The application must be **completely filled** out with as much information as possible. **Make sure to include copies of the required supporting documentation. The application must be signed by the applicant (if not a minor) and a witness.**
- Mail or email the completed application, **and supporting documentation**, back to the BLC at the address on the top of the application. We currently do not accept applications via fax.
- If the application is completed fully with all proper documentation, we will mail or email an acceptance or denial letter.
- If the application is incomplete or missing documentation, you will be contacted to supply more information.

BARTLETT LIONS CLUB

Application for Help/Services F.A.Q.s

What information do I need to provide to receive assistance?

It is very important that the application be filled out completely and accurately. You must also include the supporting documentation that is proof of the information provided on the application. Below is key information that you must include, or the application will be denied: (If applicant is a minor, see “What if the applicant is a minor?” for more information.)

- Valid name, address and contact information for the applicant.
- What services the applicant needs.
- Number of people in the home and their names and ages.
- Total **household** income (including work, child support, SSI, Social Security, retirement, etc.)
- Any health insurance (including health insurance, Medicare, Medicaid, Tenn-Care, etc.)
- Total monthly housing costs (rent or mortgage)
- The application must be signed by the applicant (if not a minor) and a witness
- Copy of the applicant’s state issued photo ID.
- Copy of proof of residency containing name of applicant (mortgage statement, utility bill, food stamp statement, SSI statement, WIC statement, etc.)
- Copy of monthly income proof (check stub(s), SSI statement, 1040 form, retirement, child support, etc.)
- If needing eye surgery, we need a diagnosis letter from your optometrist. If you don’t have one, we will need to send you to an optometrist before referring you to a surgeon.

If you cannot provide any of the requested information or you have no income, we need a letter stating the reasons why.

How long does the application process take?

If the application is completed properly with all supporting documentation, expect to receive an acceptance or denial letter within 3 months of receipt of the application. If the application is incomplete or missing documentation, we will not process the application completely until the application has been corrected and all supporting documentation is included. All applications are processed in the sequence in which they arrive as long as the application is complete with all supporting documentation. There may be an additional delay around the Christmas holiday.

How do I determine the total persons in household and household income?

If a person lives in the residency with the applicant, they should be considered a person in the household. We need all income information from everyone claimed in the household.

What if the applicant is a minor?

In Tennessee, a minor is any person under the age of 18 years old. When completing the application for a minor, please include the following information. All other information on the application should be the information for the parent or guardian of the minor.

- In the name field, put the parent/guardian’s name first and then include the minor’s name and their date of birth.
- Include copy of the minor’s state issued photo ID or birth certificate.
- Include copy of proof of guardianship (minor’s birth certificate or state issued certificate of guardianship).
- All other application information and documentation should be for the parent/guardian.

What happens if you are denied assistance?

You will be notified either in writing of your denial. If you feel like your application was denied incorrectly, you may appeal your denial. To request an appeal, you will need to send a letter to the club requesting an appeal. You also need to include the reason which you believe your application should have been approved. The letter of appeal must be either mailed to the club’s post office box or the club’s email address. You have 45 days after the original denial to appeal.