



## **UCP Affiliate Emergency Dues Relief Policy**

United Cerebral Palsy (UCP) recognizes and understands that each member affiliate (“Affiliate”) was created to support the service needs of people with disabilities residing within its respective geographic area.

UCP expects each Affiliate to focus to the best of its ability on fulfillment of its primary mission, regardless of its current financial condition. In order for each Affiliate to best fulfill its primary mission, UCP recommends that Affiliates routinely review, analyze, forecast, and plan for sustained financial stability.

UCP also recognizes and understands that from time to time an Affiliate may experience extraordinary circumstances (“Extraordinary Circumstance”) that result in significant financial losses to the Affiliate and which may significantly inhibit the Affiliate’s ability to continue to support the ongoing service needs of people with disabilities. Examples of such Extraordinary Circumstances might be acts of god, natural disasters, or acts of war or terrorism that might also qualify for temporary suspension of payment of dues under the Affiliation Charter Agreement’s force majeure clause. Other examples that may not qualify for force majeure, but which may qualify for further dues relief, include loss of significant third party contracts, loss of property, or loss of a significant funding source. In all cases, the contributing cause must have been outside the reasonable influence and control of the Affiliate.

The following is designed to provide guidance to UCP and its Affiliates in assisting an Affiliate to reestablish its financial position and continue to service the needs of people with disabilities:

- A. When an Affiliate first experiences a negative financial trend, the Affiliate should contact UCP at the earliest indication of such negative trend. UCP may be able offer consultative support in order to help avert an Extraordinary Circumstance.
- B. In the event that an Affiliate experiences an Extraordinary Circumstance that significantly inhibits the Affiliate’s ability to provide services to people with disabilities, and which is outside the reasonable influence and control of the Affiliate, such an Affiliate may apply to UCP for an adjustment or relief from its current dues structure (“Dues Relief”). For purposes of relief, at least a 20% reduction in revenue would be considered “significant”.
- C. The Dues Relief request must be submitted with the Affiliate’s Board approved budget for the current fiscal year; a Board approved revised budget to reflect adjustments

planned to restore financial stability; a notice of funding reduction or elimination from funder; a Board approved recovery plan which describes what measures/steps the Affiliate will engage in to support the funding reductions while maintaining stable fiscal and service operations; and a target date of when the Affiliate estimates a resumption of paying the standard dues rate to UCP.

- D. Upon receipt of an Affiliate's request for Dues Relief, UCP will consider such request and will work with the Affiliate to provide such Dues Relief as UCP deems necessary to assist the Affiliate recover from its loss and continue to fulfill its primary mission of providing services to people with disabilities.

Adopted by the Board of Trustees – 2009

Revised and Readopted – April 11, 2014