

## List of Effective Pages

The following is a list of the effective pages of the CGMA Manual released in March 2004. This Manual was last updated in Jun 2005.

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## 10. Unauthorized Items

As discussed in chapter 1, Coast Guard Mutual Assistance is incorporated in the Commonwealth of Virginia and is recognized by the Internal Revenue Service as a 501(c)(3) tax exempt, non-profit, charitable organization. As such, CGMA funds must be used for "Purposes" as outlined in Article II of the CGMA Articles of Incorporation and Article III of the CGMA Bylaws.

To this end, the Board of Control has taken much time and effort to establish policies and procedures in compliance with these regulations that will allow Regional Directors and Representatives to provide assistance to meet the valid, verified, and genuine need of our clients and their immediate family. The authorized purposes for which assistance may be provided are discussed throughout this chapter.

To insure uniformity of treatment and fairness to all clients, certain limitations have been established where assistance is not normally permitted and are listed below. Due to the nature of casework, it is not feasible to anticipate all possible situations that can occur. There will be times an exception to normal CGMA policy may be justified.

CGMA funds will not normally be provided for long-term, continuing or frequent use of assistance, or for the following items:

- Assistance to groups or organizations.
- Business ventures or similar investments.
- Cost of marriages including overseas marriages.
- Education expenses including, tuition, room and board, books and supplies, etc. (except as authorized in paragraph 3-C-7).
- Elective medical procedures, including abortions.
- Gambling debt.
- Investment losses.
- Items of convenience, comfort, luxury or want.

- Legal expenses, including fees for divorce, child custody, or other domestic disputes.
- Long-term, continuing or frequent use of assistance.
- Loss on the sale of a home.
- Maintaining a standard of living beyond the means of the client.
- Moves within the same local community (except as authorized in paragraph 3-C-3-p).
- Nonessential items or expenses.
- Ordinary leave, liberty or vacation.
- Paying personal income or property tax.
- Pet related expenses.
- Rental, lease or purchase of a privately owned vehicle including, taxes, registration or insurance (except as authorized in paragraph 3-C-3-d).
- Repaying loans to family members or friends.
- Costs resulting of disciplinary action including, civilian and military court fees, fines, judgments, liens, bail, or legal fees.
- Debt Consolation

Exception to policy should be requested whenever it is considered in the best interest of both the client and CGMA. On a case-by-case basis, Regional Directors and the Board of Control may consider cases that warrant exception to this policy. When an exception to normal policy is made, Representatives must ensure that a full explanation justifying the exception is included in the remarks block of the CGMA Form 52. (See section 4-E for additional information concerning exceptions to CGMA policy, prior to providing financial assistance.)