



DURABLE MEDICAL EQUIPMENT LOAN CLOSET PROGRAM **POLICIES & PROCEDURES**

PURPOSE

To allow individuals who reside in Troy Township with a temporary or permanent disability to borrow Durable Medical Equipment (DME) for a period not to exceed 90 days.

AVAILABLE EQUIPMENT

Wheelchairs, walkers and canes; other equipment may be available as donations are received.

PROCEDURES TO BORROW EQUIPMENT

The person using the equipment must be a Troy Township resident. An application must be completed and approved by the General Assistance Case Worker, Township Administrator or the Township Supervisor. The application will include the individuals name, address, phone number and include an explanation of the need of the equipment.

PICKING UP THE EQUIPMENT

When the applicant or family member picks up the borrowed equipment, they must fill out the proper paperwork. The Loan Agreement & Release Form is a legal contract that verifies the consumer’s contact information, the item borrowed and the condition it currently is in, along with the date of return. The agreement will be finalized with the borrower’s signature accompanied by a signature of one of the following: the Troy Township General Assistance Case Worker, Administrator or Supervisor.

DONATING DME ITEMS TO TROY TOWNSHIP

Troy Township is grateful for all of the equipment that has been donated thus far. Without these donations, this program would not be possible. Troy Township is unable to invest in the replacement and maintenance of the equipment. Due to limited storage space, liability reasons and sanitary reasons the following item cannot be accepted:

• Beds (hospital or regular)	• Stair lifts
• Commodes	• Vehicle lifts
• Linens	• Vehicle ramps
• Mattresses	• Toilet lifts
• Shower Chairs	

For any questions regarding this policy please contact:

Angela Scaggs, General Assistance Case Worker, 815-744-1963 ascaggs@troytownship.com
Backup: Jennifer Dylik, Administrator, 815-744-1968 Jdylik@troytownship.com