SOP 3 (Bishop & Clerk): Forms & Payment

Fast Offering Assistance | Agoo 2nd Ward

Goal: After the bishop approves, complete the forms, get any higher approval, and pay the provider directly.

Starts when: The bishop has decided the type and amount of help (SOP 2). **Done when:** The provider is paid, the member is told, and records are filed.

1. Complete the FOAR (bishop)

- ☐ Recipient name, age, MRN, ward and stake.
- ☐ Immediate family of the bishop or stake president? (See special cases below.)
- ☐ Purpose of the funds, explained in detail.
- ☐ **Gross amount needed** (latest official bill or statement).
- ☐ **1. Own efforts:** 1.1 immediate family, 1.2 extended family and friends.
- ☐ **2. Government, insurance, community:** 2.1 PhilHealth through 2.10 NGOs.
- ☐ **3. Remaining amount requested** = gross − own efforts − government and community.
- ☐ Medical: answers to A–D (public or private hospital and why; discharged and promissory note; income and aftercare plan; agencies approached).
- ☐ Other needs: food, utilities, or housing (photos; CDA form if a calamity).
- ☐ Attach the Supporting Document and the Self-Reliance Plan.

Requests with missing information are sent back.

2. Get the right approval

Total Church payment	Action
Up to ₱10,000	Bishop approves.
₱10,001 – ₱20,000	Stake president signs the FOAR **before** the bishop commits.
Above ₱20,000	Stake president endorses; add a **TIR**; wait for written Area approval.

Special cases

Recipient	Requirement
Bishop or his immediate family	Stake president's written approval, any amount. Bishop may not approve payment for himself or family.
Stake president or his immediate family	Send to LMS-PHIL@ChurchofJesusChrist.org for Area approval, any amount.

A stake signature above his limit is an endorsement, not an approval.

3. Payment (bishop, clerk, and EQ/RS)

Before payment

- ☐ EQ/RS or the family get these from the hospital or provider: latest billing, final diagnosis or procedure, **BIR 2303**, and **bank details** (bank, account name, account number).
- ☐ Written approval is in place at the right level. Nothing is paid or promised before that.

Enter and approve

- ☐ The clerk enters the payment in LCR, names the fast-offering recipient, and attaches the FOAR, bill, and documents.
- ☐ Complete the **2026 Fast Offering Payment Approval Form**.
- ☐ Two authorized leaders approve. At least one is a member of the bishopric, and the bishop reviews it if he isn't one of them.
- ☐ No one approves a payment for himself or his own family.

Pay

- ☐ Pay the provider directly. **EFT** is preferred; the bishop's **AUB card** or **MLhuillier** if needed.

- ☐ Never give cash or a check to the member.
- ☐ Never reimburse a bill already paid, or pay a loan or credit card.

4. Close out

- ☐ Bishop tells the member the decision kindly (see “Declining politely” in the guide).
- ☐ Bishop assigns service in return, recorded in the SRP (Step 5).
- ☐ Clerk files records securely and confirms with the bishop that the payment went through.
- ☐ Hand off to EQ/RS for follow-up (SOP 4).

Rules and sources: see the Fast-Offering Guide.