



# Community Fund Management Foundation

## Department Contacts

Community Fund Management Foundation recommends that you address all mail as follows:

**Community Fund Management Foundation**

**17900 Jefferson Park**

**Suite 102**

**Middleburg Heights, OH 44130**

Please do not address mail or faxes to a specific employee. If you wish to include an attention line, please use the optional departments identified below.

Department Name / Contact Name	Reason for Communication
Deceased Administration / Trust Administration Coordinator	Closing a trust when a beneficiary has passed away
Deposits	Deposits to trusts Request for deposit receipts
Director	Complaints (please provide in writing and either mail or fax to our Administrative Office along with the sender's phone number) Denial of benefits due to trust
Distribution	Forms, eligibility and status of distribution requests (i.e., check requests) submitted to CFMF Receipts for distributions Return of unused funds Requesting a final distribution after the death of a beneficiary
Executive Assistant	Forms for CFMF or its Trustee to sign, including court accountings or bank certificates
Grants	Forms, eligibility and status of grant applications submitted to CFMF
Joinders / Trust Development Coordinator	Forms and basic questions regarding a potential beneficiary's eligibility for CFMF trust services Status of submitted Joinder Agreements Supplemental information requested by Trust Development Coordinator
Public Benefit Eligibility / Executive Assistant	Verification needed for applications or redeterminations to determine Medicaid, SSI, food assistance, subsidized housing or other eligibility
Trust Administration Coordinator	Changing a Designated Advocate Closing a trust due to the beneficiary's death Updating a trust due to the resignation or death of a Designated Advocate Updating a trust due to the death of a grantor