

## **Ugandan North American Association (UNAA) Repatriation Program Guidelines**

As stipulated in Article 4.13 (d), UNAA shall have a Repatriation Program to provide financial support for the Ugandan communities in the Diaspora that need it when a loved one dies. The Repatriation program is to help, in a timely manner, those un-insured individuals with death expenses, funeral costs and other related costs when a member passes on and usually complements the Group Insurance Life program. These are the guidelines that shall govern the program.

### **Section I: Background**

In January 2020, the idea of UNAA having a Repatriation Program was introduced to the UNAA Executive by the UNAA council after several deaths in the Ugandan community. This period also marked the beginning of the COVID-19 lock down period and the deadly pandemic that took the lives of many Ugandans and individuals ALL over the globe.

The UNAA Executive committee and the Council members were supportive of the idea and some of them started researching the program, getting all the groundwork in place, and gauging the need in the different communities for a Repatriation Program.

Details of this program were presented and discussed by the UNAA Executive and the UNAA Council. The program was later given the mandate to launch.

Subsequently, in January 2021, UNAA Repatriation Program was launched with one hundred and eight (108 members) and by July 2022 the number had increased one hundred and eighty-four (184 members).

The task force works with the Uganda Embassy in US, funeral homes in US and Uganda, and Ministry of Health in Uganda.

### **Section II: Program Administration:**

The UNAA Repatriation Program shall be administered by the office of the UNAA Vice President and managed by a task force composed of:

- a) UNAA Vice-President
- b) UNAA Director of Development and Quality Assurance
- c) Program Coordinators (initially and later as needed)
- d) Two state representatives from each state (preferably local leaders within the community that know the people well), selected by the UNAA Vice President with advice from local chapters, communities, and affiliates
- e) Two (2) members from the UNAA Council.

After the approval of the 2022 UNAA Bylaws, Mrs. Georgina Nyakairu Kirunda and Mrs. Henrietta Nairuba Wamala, shall continue to serve as Program Coordinators of the UNAA Repatriation program for a period not exceeding four years and shall thereafter be available for consultation as needed.

The Program Coordinators (the current UNAA President and a member of the UNAA Council) are the main contacts for this program. They work in close collaboration with the UNAA Treasurer who collects the premiums. In addition, the UNAA Repatriation Program is in Partnership with Pamoja Harambee USA (PHU) (THIS IS NOT AN INSURANCE POLICY). PHU is a registered LLC in Texas that runs the Repatriation Program

UNAA Repatriation Program communication will be done and leveraged through a designated secure email address, Group What's App, Individual What's App, Text messages and Personal calls.

**Section III: Payment Schedule and Fees:**

The Repatriation Program runs annually from **January 1<sup>st</sup> to Dec 31<sup>st</sup>**. The previous period was **January 1<sup>st</sup>, 2021-December 31<sup>st</sup>, 2021**. The new Membership annual fees, old members' replacement fees are all based on current member numbers in the program per the guidelines. The payment schedule with annual and replacement fees will be archived annually for future reference.

**Sample Table 1:**

Current Repatriation Program period is January 1<sup>st</sup>, 2022, to December 31<sup>st</sup> 2022.

New members sign up and fees per member as shown in the table below:

Repatriation Fees and Death benefits, Day 1-Day 180:

Age Category	Initial Fees	Annual Membership Fee	Total Fees	Death Benefits	Comments
0-17 years	\$0	\$0	\$0	\$0	Child Rider for All minor biological and legally adopted All minor children Under one family.
18+ years	\$90	\$20	\$110	\$0	NO AGE LIMIT

**DEATH BENEFITS KICK IN, after a 6-months waiting period ON Day 181.**

**Replacement fees** are fees paid no later than 30 days after the death of a member to replace the funds that were given to the deceased's beneficiary for Repatriation.

**Replacement Fees = \$15,000/ (number of members in Repatriation Program)**

Replacement fees are calculated per event based on the number of active UNAA/PHU members at the prevailing time.

**Sample Table 2:**

Replacement Fees and Death Benefits; Jan. 1<sup>st</sup>, 2021, to Dec. 31<sup>st</sup>, 2021 period:

Age Category	Annual Replacement Fees	Death Benefits	Comments
0-17 years	\$0	\$15,000	Child Rider for All minor biological and legally adopted All minor children Under one family.
18+ years	\$60	\$15,000	NO AGE LIMIT

**Sample Table 3:**

Repatriation Fees and Death Benefits; Jan. 1<sup>st</sup>, 2022- Dec. 31<sup>st</sup>, 2022 period:

Age Category	Annual Replacement Fees	Death Benefits	Comments
0-17 years	\$0	\$15,000	Child Rider for All minor biological and legally adopted All minor children Under one family.
18+ years	\$115	\$15,000	NO AGE LIMIT; Includes \$20 Annual Membership Fee

**Sample Table 4:**

NOTE: Starting January,2023 the Death Benefits per member will be \$20,000 as stated by the Board Directors of the Program at our AGM this year.

Starting January 1<sup>st</sup>, 2023, an administrative flat fee of \$5 per member aged 18+ years will be collected to cover administrative costs such as postage, secure storage of Repatriation documents leveraging Cloud platforms and any other misc. costs.

Repatriation Fees and Death Benefits; Period Jan. 1<sup>st</sup>, 2023- Dec. 31<sup>st</sup>, 2023.

Age Category	Annual Replacement Fees	Administrative Fees (Flat Fee)	Death Benefits	Comments
0-17 years	\$0	\$0	\$20,000	Child Rider for All minor biological and legally adopted All minor children Under one family.
18+ years	\$115	\$5	\$20,000	NO AGE LIMIT; Includes \$20 Annual Membership Fee

Payment communication is sent out sixty days in advance on **October 15<sup>th</sup>** for **ALL** current Repatriation Members.

The Repatriation Program cycle runs from **January 1<sup>st</sup>** of current year to **December 31<sup>st</sup>** of the same year.

Repatriation payments are received by UNAA Treasurer by Zelle (ALL of the time) or Check in the Mail (for those few who may need this service) to be received by **December 15<sup>th</sup>** of every year for timely submission and processing by UNAA Treasurer for **January 1<sup>st</sup>** due date.

#### **Section IV: Eligibility Requirements:**

For Repatriation Program:

- a) UNAA Community Members
- b) No medical checkups are required
- c) NO Age Limit
- d) Register in United States of America (U.S), Canada or Mexico
- e) Live in either the U.S, Canada, Mexico or Uganda
- f) **NO Member Social Security Number** is required (SSN)
- g) **Beneficiary SSN** is required and is for taxation purposes.
- h) Beneficiary: First and Last name, home address and contact number information

#### **Section V: Recruiting Members:**

New members will be recruited via:

- a) UNAA Email communication
- b) Working with the UNAA Repatriation Task Force-2 State Representatives

- c) Working with UNAA Executive, UNAA Council Members, local UNAA leaders and community leaders to recruit community members through direct engagement and referrals
- d) What's App Groups
- e) Leveraging UNAA Repatriation information advertising flyers
- f) Personal What's App
- g) Personal Phone Calls
- h) Personal Text Messages
- i) Zoom Presentations in different communities
- j) During UNAA Conventions-Online and Onsite: Special Promotional Events during the Conventions
- k) During Other local community events-Online and Onsite

#### **Section VI: Application Process**

Secure Google Application form is sent to members by UNAA to fill out their information to start the process.

Members provide the following information on Repatriation application form:

- a) Member First and Last Name
- b) Member Date of Birth (DOB)
- c) Member Gender
- d) Member Contact Number
- e) Member Contact Email
- f) Member Home Address
- g) Beneficiary: First/Last Name, Contact Number, Email Address and Home Address

<<[Sample application forms](#)>>

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#### **Section VII: Onboarding Members**

New members can be enrolled and onboarded annually during two cycles for proper management and coordination:

**Period 1: January 1<sup>st</sup> to January 31<sup>st</sup>**

**Period 2: July 1<sup>st</sup> to July 31<sup>st</sup>**

Members will provide the following information to register for the Repatriation Program:

- a) First and Last Name
- b) Date of Birth
- c) Gender
- d) Contact Email
- e) Contact Number

Current Members that do not wish to renew can cancel their membership for the Repatriation program during **January 1<sup>st</sup> to January 31<sup>st</sup>** period.

New members can cancel their membership during the **6-month** waiting period and receive their initial deposit back of **\$110**.

The Repatriation member ID is sent out to members electronically after the 6-month waiting period.

The Repatriation member ID card has:

- Member first and last name
- Member ID
- Current Annual period
- When the member joined the program

### **Section VIII: Process for Filing a Death Claim**

In the event of an unfortunate death of a Repatriation Program member.

The UNAA Main Contact for Repatriation Program works with the two State representatives to process the claim by sending out an official email to designated beneficiary to receive information and Pamoja to process the death claim.

The following information is required of the designated beneficiary on the Pamoja Application form to process the claim.

- a) Pronunciation of Death; certified by a Medical Doctor
- b) Funeral Home Details where deceased is attending
- c) Death Certificate for later when it is received
- d) Deceased ID; Driver's license, Passport, Ndaga Muntu ID
- e) Beneficiary's ID: Driver's License
- f) Beneficiary's Zelle information
- g) Beneficiary's SSN

Once claim is approved by PHU Board, claim takes **1-3** days after receipt of information, and **\$15,000** is sent to the beneficiary's account and normally takes **3-4** days after death of member depending on receipt of information.

### **Section VII: Future Enhancements**

These are currently suggested and recommended future enhancements to the Repatriation program as funds become available but more suggestions can be made in due course:

- a) Design a mobile app to remind members of payments and important Repatriation due dates by leveraging the new UNAA App.
- b) Create questions and answers section on the UNAA Website and the UNAA App.
- c) Procure a secure Cloud storage and doc signature platform such as **Right Signature** by Citrix but other cloud platforms can be considered when the time is right.

- d) Procure cloud computing technology such as Microsoft Azure and Amazon Web Services (AWS) to integrate Predictive Analytics, Machine Learning, Artificial Intelligence (A.I) and Automation of processes using pipelines to take the program to another level.