

## GUIDELINES

Individuals completing the application will ensure that all information is accurate, and

- 1) A completed and signed W-9 is submitted with the grant application.
- 2) Original, itemized, and legible receipts are submitted with the grant application.
- 3) Small receipts are taped to 8 ½ x 11 sheets of paper (one side only!) in chronological order. Applications with loose receipts will not be accepted and will be returned to the applicant.
  - Taped receipts do not overlap as all information must be visible. Applications with overlapping receipts will be returned to the applicant.
  - Large/long receipts are not “folded up”; all information must be visible. Fold and tape the receipt to both sides of paper.
  - Items purchased must be clearly identified; unidentified or illegible items will not be reimbursed.
- 4) Highlighters are not used on receipts as it causes the ink to fade.
- 5) Tape does not cover any information as it may cause the ink to fade.
- 6) Requested reimbursement of out-of-pocket expenses were incurred by the transplant patient.

### ***ITEMS ELIGIBLE FOR REIMBURSEMENT***

All items must be **directly** associated with the transplant

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|--|---|
| a. Dental expenses: <ul style="list-style-type: none"><li>▪ Initial routine exam</li><li>▪ Complete cleaning</li><li>▪ Full mouth x-rays</li><li>▪ Up to \$1,500 of remaining expenses</li></ul> | e. Expenses immediately prior to transplant surgery (testing) until released to return home                   |
| b. Prescription medications (up to \$2,000)  | f. Disposable short-term cleaning/living items, e.g. paper towels, paper plates, tin foil, toilet paper, etc. |
| c. Lodging (prior to 8/1/2021 at \$98 + tax/night, after 8/1/2021 at \$120 + tax/night) and meals for patient and a single caretaker   | g. Re-hospitalization   |
| d. Airfare (coach) for donor and caretaker (2 people maximum at \$1,500/person)  | h. Mileage (at 39¢/mile). Mileage must be justified. Vicinity miles are limited to 10 miles per day.          |
|  | i. Childcare when both parents undergo surgery related to a single organ transplant.                          |

### ***ITEMS NOT ELIGIBLE FOR REIMBURSEMENT***

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| a. Dentures  | i. Lodging, meals, and parking for visitors  |
| b. Lost wages  | j. Non-disposable or long-term cleaning/living items, e.g. vacuum sweeper, broom, pots/pans, storage bins, towels, bedding, etc. |
| c. Alcohol, bottle deposits, non-food items, e.g. gum, breath mints, candy, etc.   | k. Clothing  |
| d. Delivery fees/charges; Internet access; garage rental; credit card fees   | l. Labels, stamps, envelopes, notebooks, etc.  |
| e. In-domicile purchases   | m. Follow-up visit lodging, mileage, meals, etc.   |
| f. Medication not directly associated with the transplant and/or taking prior to transplant                                  | n. Medicare, Medicaid eligible expenses.   |
| g. Medication and supplies available over-the-counter, e.g. blood pressure cuff, gauze, bandages, scales, support hose, etc. | o. Expenses covered by primary, secondary or tertiary insurance  |
| h. Credit card and check processing fees; non-refunded security deposits   | p. Insurance deductibles   |
|  | q. Home Away, Vrbo, Airbnb, Timeshare points and similar type lodging expenses   |

**The above information is non-inclusive and is subject to change without notice. Reimbursement is based on available funding and may differ from the above guidelines. Applications are reviewed in the order received and on a case-by-case basis.**