

# APPLICATION FOR ASSISTANCE INSTRUCTION SHEET

## INFORMATION AND INSTRUCTIONS

**Please read before filling out the application.**

### **What types of services does NDAD provide?**

If you qualify and the request is within NDAD guidelines, NDAD provides direct financial assistance for prescription medications, durable medical equipment and supplies, out-of-town medical travel expenses, personal attendant care expenses, home and vehicle accessibility, dial-a-ride/paratransit fees, and adaptive recreational activities. NDAD also provides information and referral services.

### **Who is eligible for services?**

Anyone with a disability/medical condition and is a permanent resident of ND (or bordering community in a surrounding state) is eligible to apply. However, you must qualify with NDAD before you are approved. NDAD is a "last resort" agency, meaning that all other avenues must be exhausted before NDAD may consider your request. In other words, if you are eligible for Medicaid, Medicare, or have private insurance or other options, we will need denials from these entities before NDAD considers your request. NDAD encourages anyone to apply. NDAD has information and referral for many individual requests.

### **How do I apply for assistance?**

There are two pieces to your application - Application (side 1 and 2) and Release of Information. Each form needs to be completed and returned to NDAD. It is vital to fill out the application completely as NDAD staff may note other types of services that could potentially qualify for assistance. Staff may also know of other referral sources for the request. Please note: by providing your email address you are giving NDAD permission to add you to our mailing list. Sharing your email is optional and will not have any impact on qualifying for services.

### **What needs to be included with my application?**

Along with the Application and Release of Information, NDAD requires documentation of household income. A complete, signed copy of your most recent federal income tax return, along with schedules or attachments, needs to be included with your application. If you are not required to file a federal income tax return, then provide a social security yearly benefit statement, year-end pay stub or W-2, unemployment benefit statement, or other form of household income documentation. No bank statements, please.

NDAD uses a multi-agency Release of Information to obtain specific information from your physician, pharmacist, case worker, family member, etc. regarding your medical care/other needs. To complete the Release of Information, please fill in names and addresses of those persons and agencies you authorize to exchange your medical/other information and sign and date the release.

If you are requesting a piece of equipment, please provide two independent bids along with the application. If you are requesting out-of-town medical travel, include verification of appointment and lodging reservation.

### **How long does the application process take?**

Once the completed application is received, it takes approximately 3-5 days for a response. If there are follow-up questions or missing information, it may take longer. NDAD cannot process an application without all necessary forms and information.

### **What is a client contribution?**

Based on your income, you may have a client contribution to meet before you qualify for services. A client contribution is a dollar amount that you must show NDAD that you have paid towards out-of-pocket household medical expenses within one year of your application date. Examples of medical expenses that you may count are hospital and clinic payments, pharmacy payments, vision expenses, dental expenses, travel expenses for medical appointments out of town, medical equipment purchases, etc. Insurance premiums, nursing home fees, and over-the-counter items do not count towards this amount. NDAD will require proof of payments that the items were paid for in the form of itemized printouts or receipts. Please contact your hospital/clinic, pharmacy, optometrist, dentist, etc. to obtain these documents. If you have medical travel expenses, include verification of the appointment days and times from the medical facilities. No hand written or self-prepared receipts, please.

### **What if my request is denied?**

Unfortunately, NDAD cannot grant every request. Funds are limited and/or requests are outside NDAD guidelines for assistance. However, NDAD staff will do their best to find an appropriate referral.

### **What is NDAD Community Fundraising?**

It is a fundraiser put on by friends and family of a person(s) with a disability/health challenge for which NDAD acts as custodian of the funds raised. These funds can be used to help the person with urgent needs and expenses. The funds may also be used beyond the scope of NDAD's guidelines, such as helping with doctor, clinic or hospital bills and/or used to pay pre-existing bills. Benefits for using NDAD include:

- NDAD is a 501 (c)(3) charitable organization. Any funds donated to NDAD will qualify for a charitable donation and be deductible for donors who itemize.
- NDAD is an established, reputable organization, which makes individuals more likely to donate.
- NDAD provides marketing and consulting expertise to help community volunteers with fundraising ideas. NDAD staff will create and/or copy posters, letters or other advertising items necessary for fundraisers.
- NDAD tracks the funds raised and expenses paid. The client, family member or representative can bring in the donation and NDAD will provide the necessary accounting functions.
- Approved bills are submitted to NDAD and will be paid with donated funds. This can be a great relief to individuals in dealing with an overwhelming situation. It is also convenient for clients if they are at medical facilities for long periods of time.
- NDAD offers this service free of charge. One hundred percent of funds raised will be spent on client needs.

### **Will NDAD pay for pre-existing medical bills or equipment purchases?**

NDAD will not pay for any prior existing bills. This includes hospital and clinic bills, durable medical equipment, dental bills, etc. Anything that is purchased prior to approval through NDAD is considered outside NDAD guidelines. Additionally, NDAD will not pay for hospital, clinic, or dental bills at any time unless the individual has participated in a community fundraiser with NDAD and these items were listed on the fund drive agreement.

### **How can I get in touch with you?**

NDAD has offices in Grand Forks (1-800-532-6323), Fargo (1-888-363-6323), Minot (1-888-999-6323), and Williston (1-877-777-6323)

For more detailed information visit our website at [www.ndad.org](http://www.ndad.org).



2660 S. Columbia Rd  
Grand Forks, ND 58201  
phone: (701) 775-5577  
toll free: (800) 532-NDAD  
fax: (701) 795-6630

# APPLICATION FOR ASSISTANCE

Date \_\_\_\_\_

## - APPLICANT INFORMATION -

Name \_\_\_\_\_ Birthdate \_\_\_\_\_  
Last First M.I. Month Day Year

Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Gender \_\_\_\_\_ Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

RACE: <input type="checkbox"/> Caucasian <input type="checkbox"/> Black <input type="checkbox"/> American Indian <input type="checkbox"/> Other <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> Asian	Ethnicity: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic
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Marital Status:  Single  Married  Divorced  Separated  Widowed

Spouse's Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Cell Phone \_\_\_\_\_

Are you a United States Citizen?  Yes  No Are you a Permanent Resident?  Yes  No

What is the applicant's disability/medical condition? \_\_\_\_\_

What assistance is being requested? \_\_\_\_\_

Name of Local Physician for this request \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Physician's Clinic \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Pharmacy \_\_\_\_\_ Phone # \_\_\_\_\_

List agencies you have applied to for this request.

1. \_\_\_\_\_ Decision \_\_\_\_\_ Reason \_\_\_\_\_ Phone \_\_\_\_\_

2. \_\_\_\_\_ Decision \_\_\_\_\_ Reason \_\_\_\_\_ Phone \_\_\_\_\_

Are you a Veteran?  Yes  No

Was the Disability work-related?  Yes  No Have you filed for Worker's Compensation?  Yes  No

Status of Claim (Pending, Approved or Denied) \_\_\_\_\_

Is any person in the household other than the Applicant receiving Social Security Benefits?  Yes  No

Name \_\_\_\_\_ Type of Benefit \_\_\_\_\_

Are you receiving Medicare?  Yes  No Part A, B, D, or N/A \_\_\_\_\_

Are you receiving Medicaid?  Yes  No

Medicaid Case Worker's Name \_\_\_\_\_ Recipient Liability \$ \_\_\_\_\_

If you were denied Medicaid, what was the reason for denial? \_\_\_\_\_

Are you covered under Health Insurance?  Yes  No Company \_\_\_\_\_

Did any Agency/Person refer you to NDAD?  Yes  No Agency/Person \_\_\_\_\_

May we contact?  Yes  No | Phone \_\_\_\_\_

How did you hear about NDAD? \_\_\_\_\_

Has any fundraising been done on your behalf? If yes, when? \_\_\_\_\_ What is the balance? \_\_\_\_\_

If your request is of high cost or you need assistance on a long term basis, would you like information on NDAD sponsoring a community fund raiser?  Yes  No

NDAD  may  may not use applicant's name, photograph, or information concerning medical condition in publicizing its assistance efforts.

**PLEASE COMPLETE REVERSE SIDE**

PARENT/GUARDIAN INFORMATION (if applicant is a minor)

Father \_\_\_\_\_ Birthdate \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ (If other than applicant's)

Mother \_\_\_\_\_ Birthdate \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ (If other than applicant's)

**HOUSEHOLD MEMBERS** (List all dependent children, and ALL OTHER PERSONS living in your home, including those not related to you).

NAME	DATE OF BIRTH	DISABLED?	RELATIONSHIP TO APPLICANT
1			
2			
3			
4			
5			
6			

**- FINANCIAL INFORMATION -**

Along with the application, we require verification of household income. Please include all income for all members of the household.

Do you file federal income tax returns?

**Yes** - Please submit a COMPLETE SIGNED COPY OF YOUR MOST RECENT FEDERAL TAX RETURN, INCLUDING ALL SCHEDULES AND ATTACHMENTS

**No** - If you are not required to file federal income taxes, please submit a social security yearly benefit statement, year-end pay stub or W-2, unemployment benefit statement, or other form of income documentation

HOUSEHOLD INCOME

WHO MAKES INCOME	INCOME SOURCE	GROSS MONTHLY INCOME
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

(Income Sources including but not limited to: Employers, Self-Employment, Social Security, Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), TANF, Retirement Payments, Pensions, Unemployment Benefits, Workman's Compensation, Daycare/Caregiver Supplements, Dividends from Investments, Child Support, Lawsuit Settlement Payments, Other Family Benefits and Income from Others Living in Your Home).

**- FAMILY ASSETS -**

Checking Balance: \$ \_\_\_\_\_

Savings Balance: \$ \_\_\_\_\_

Total value of investments in CDs, bonds, trusts, mutual funds, stocks, IRA, 401K, other: \$ \_\_\_\_\_

Land Value (not including your primary residence): \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date



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 Grand Forks, ND 58201  
 phone: (701) 775-5577  
 toll free: (800) 532-NDAD  
 fax: (701) 795-6630

# MULTI-AGENCY AUTHORIZATION TO DISCLOSE INFORMATION

**INSTRUCTIONS: Please complete Section 1 & Section 2. Sign and date Section 3.**

**- SECTION 1 -**

Name of Client (Last, First, Middle Initial)		Date of Birth	
Street Address	City	State	Zip Code

**- SECTION 2 -**

NDAD requires specific information to process your application for assistance. The information will be released to NDAD. Please fill out the agencies/persons and check the appropriate box(es) to authorize the exchange of information with clinics, hospitals, pharmacies, social services, family members, etc. Check all boxes that apply.

Name of Agency/Person _____ Street Address _____ City _____ State _____ Zip _____  To disclose & exchange the following information between the dates of: _____ to _____ <input type="checkbox"/> Verification of Treatments/Services <input type="checkbox"/> Medical Diagnosis <input type="checkbox"/> Prescription Medications <input type="checkbox"/> Financial Information for NDAD Application <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____	Name of Agency/Person _____ Street Address _____ City _____ State _____ Zip _____  To disclose & exchange the following information between the dates of: _____ to _____ <input type="checkbox"/> Verification of Treatments/Services <input type="checkbox"/> Medical Diagnosis <input type="checkbox"/> Prescription Medications <input type="checkbox"/> Financial Information for NDAD Application <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
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**- SECTION 3 -**

The information identified above will be used for determining eligibility for NDAD services. This authorization is voluntary and remains in effect until the below date or event, unless specifically revoked by written notice to the agency or person. Any information released prior to my written revocation of this authorization shall not be a break of confidentiality. A photograph of this release is as effective as the original. This release of information is reciprocal. This means that information can be shared between the parties mentioned above.

This Authorization to Disclose Information Remains in Effect Until: \_\_\_\_\_ (Date) OR  
 \_\_\_\_\_ (Specific Event Terminating Operation of the Release)

Signature of Client	Date
Signature of Parent/Guardian or Custodian (If Needed)	Date
Signature of Witness (If Needed)	Date

## Have you:

- ✓ Filled out the application for assistance completely?
- ✓ Signed and dated your application for assistance?
- ✓ Filled out Sections 1 and 2 and signed and dated Section 3 on the Release of Information?
- ✓ Included a complete, signed copy of your most recent federal tax return, including all schedules and attachments?
- ✓ **If taxes aren't filed, please include verification of your total household income.**  
This may include copies of social security award letters, social security yearly benefit statements, year-end pay stubs or W-2's, unemployment benefit statements or other forms of income documentation