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| **Instructions:** NLDAC is a program that helps eligible living donors with their travel expenses, lost wages, and dependent care expenses. To apply, the donor and their recipient must complete these application worksheets, attach a copy of a document that verifies their household income, and send their application to a transplant professional (social worker, nurse coordinator, etc.), who will submit the application to NLDAC. Donors who are applying for reimbursement of lost wages must also submit a W-9 and two pay stubs, in addition to their household income document. Do not send your application materials to NLDAC. NLDAC can only accept applications from transplant centers. Applications must be approved before surgery, and NLDAC cannot reimburse expenses incurred before the application is approved. Application review takes 15 business days. For more information, call NLDAC at (888) 870-5002.**What type(s) of assistance would you like from NLDAC?**[ ]  Reimbursement of travel expenses [ ]  Reimbursement of lost wages [ ]  Reimbursement of dependent care expenses |

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** | **Last name** | **Date of birth** | **Social Security number** |
|  |  |  |  |
| *Important: Full name must match the name on your Social Security card* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sex** | **Race** | **Ethnicity** | **Marital status** | **Education** |
| [ ]  Male[ ]  Female | [ ]  American Indian or Alaska native[ ]  Asian[ ]  Black[ ]  Native Hawaiian or other Pacific Islander[ ]  White | [ ]  Hispanic[ ]  Not Hispanic | [ ]  Married[ ]  Single[ ]  Divorced/separated[ ]  Widowed | [ ]  Grade school[ ]  High school/GED[ ]  Post HS/tech or trade[ ]  Some college[ ]  4-year college[ ]  Post college/professional |
| **Employment status** | **Organ** | **Please answer:** |
| [ ]  Employed full-time [ ]  Employed part-time[ ]  On disability leave[ ]  Retired | [ ]  Homemaker/caretaker[ ]  Student[ ]  Unemployed |  [ ]  Kidney [ ]  Liver [ ]  Lung [ ]  Uterus  | Are you a U.S. citizen or lawfully present resident? Have you signed the NLDAC Attestation Form?(see page 5)The NLDAC Program will make it possible for me to be an organ donor. Are you self-employed? | Yes [ ]  No [ ]  Yes [ ]  No [ ] Yes [ ]  No [ ] Yes [ ]  No [ ]  |
|  |
| **Relationship to transplant candidate** |
| I am the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the recipient. [ ]  Father [ ]  Mother [ ]  Sister [ ]  Brother [ ]  Son [ ]  Daughter [ ]  Spouse [ ]  Other |
| If *other*, please specify: |       |
| **type of relationship:** [ ]  Blood related [ ]  Non-blood related (by marriage, in-law, etc.) [ ]  Unrelated |
| **Address** [ ]  **Check if donor and recipient live at the same address.** |
| Street: |  | City: |  | State: |  | Zip: |  |
| Location: | [ ]  Urban [ ]  Suburban [ ]  Rural |
| Cell: |       | Alt. phone: |       | Email address: |       |
|  | ***If application is approved, we will send approval letter by email*** |
| **Send reimbursement to address of primary residence?** Yes [ ]  No [ ]  **If no, provide alternative address:** |
| Street: |  | City: |  | State: |  | Zip: |  |

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| **HOUSEHOLD INCOME INFORMATION: Combine the incomes of all members of your household. The transplant professional who files your application will confirm and record household income based on the document(s) you provide.** |
| **Yearly household income:** | *$* | **Persons in household:** | ~~#~~  |
|  **Select the income document used to verify your household income and give a copy to your transplant professional.** |
| *[ ]* Federal income tax return - most recent year **(use adjusted gross income)**[ ]  Pay stubs **(use** **gross income)**[ ]  W2 **(use** **gross income)**[ ]  Government assistance program (HUD, WIC, SNAP) | [ ]  Medicaid eligibility[ ]  Social Security benefits statement [ ]  Other document - (i.e. disability statement, etc.) |

**REQUEST FOR REIMBURSEMENT OF LOST WAGES (optional)**

**Instructions:** To apply for reimbursement of your lost wages, follow steps 1, 2, and 3 below. This section is optional, and you can skip it if you would only like help with travel expenses and/or dependent care. NLDAC will use your pay stubs or tax forms to calculate your wage reimbursement. NLDAC can only reimburse documented income. Call 888-870-5002 if you have any questions or need help identifying the correct income document.

Step 1: Complete this page

Step 2: Complete and sign IRS Form W-9

Step 3: Attach your income document

If you are an employee, attach your two most recent pay stubs

If you are self-employed or an independent contractor, attach Schedule C or Form 1099

[ ]  I attest that the information I will give here is true and complete to the best of my knowledge.

[ ]  I attest that I am currently employed and expect to lose wages when I take time off from work for my recovery after the donation surgery, and/or for evaluation and follow-up appointments. I understand I must notify NLDAC if I stop working, and submit new pay stubs if my wages change.

1. How often are you paid?

[ ]  Weekly

[ ]  Every 2 weeks

[ ]  Twice a month

[ ]  Monthly

[ ]  Irregularly/other. Please explain:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you plan to use short-term disability or paid time off to cover some of your time off work related to your organ donation? If yes, please explain.

[ ]  No

[ ]  Yes:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: If paid time off is available to you, you may want to use your paid time off and save NLDAC’s support for your travel costs, but NLDAC does not require that you use all of your paid time off before requesting lost wage reimbursement. If you have paid time off but choose not to use it, you will need to inform your employer.

1. For which trips would you like NLDAC to reimburse your lost wages? Only check trips that are in the future.

[ ]  Evaluation (up to 3 days)

[ ]  Surgery and recovery (up to 4 weeks)

[ ]  Follow-up trips (up to 2 weeks)

1. How much of the maximum NLDAC reimbursement ($6,000 to cover travel, lost wages, and dependent care) would you like to reserve for reimbursement of your lost wages? NLDAC can reimburse up to 4 weeks of lost wages for surgery and recovery time. $     \_\_\_\_\_\_.

Other comments (optional):      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR REIMBURSEMENT OF CHILD-CARE OR ELDER-CARE EXPENSES (optional)**

**Instructions:** If you are not applying for reimbursement of child-care or elder-care expenses caused by your organ donation process, skip this page. Otherwise, read the two statements below carefully, check the boxes to indicate you agree, and answer questions 1 – 7. Call NLDAC at 888-870-5002 if you have any questions.

[ ]  I attest that the information I will give here is true and complete to the best of my knowledge.

[ ]  I attest that I have at least one dependent (child/disabled adult/elder) who relies on me for care, and by donating an organ I will have to pay for child-care or elder-care that I do not normally pay for. I understand NLDAC will not pay for any care my dependents already receive, like daycare while I am at usually at work.

1. How many children (ages 0 – 17) will need care because of your donation?
2. On which trips would you like NLDAC to reimburse your **child-care** expenses? Check all that apply:

[ ]  Evaluation (up to 3 days)

[ ]  Surgery and recovery (up to 4 weeks)

[ ]  Follow-ups (up to 2 weeks)

1. How many disabled adults (ages 18 – 64) or elders (65+) will need care because of your donation?
2. On which trips would you like NLDAC to reimburse your **elder-care** (this includes people 65 and older, and disabled adults between 18 and 64) expenses? Check all that apply:

[ ]  Evaluation (up to 3 days)

[ ]  Surgery and recovery (up to 4 weeks)

[ ]  Follow-ups (up to 2 weeks)

1. List the children, disabled adults, or elders for whom you will need to arrange alternate care:

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship (this person is my…)** | **Age** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

1. When will your dependents need alternate care because of your donation? Check all that apply:

[ ]  During the day, Monday through Friday

[ ]  Evenings and/or weekends

[ ]  Irregularly      \_\_\_\_\_\_\_\_\_\_\_

1. How much of the maximum NLDAC reimbursement ($6,000 to cover travel, lost wages, and child- or elder-care) would you like to reserve for child- or elder-care expenses? $     \_\_\_

Other comments (optional):      \_\_\_\_\_

**REQUEST FOR REIMBURSEMENT OF TRAVEL EXPENSES (optional)**

**Instructions:** To apply for help with your upcoming travel expenses,complete this page. This section is optional, and you can skip it if you would only like help with lost wages and/or dependent care.

**Accompanying Person(s)**

*NLDAC can pay for* ***one*** *accompanying person to go on two trips to the transplant center, or* ***two*** *people to go on one trip.*

|  |  |
| --- | --- |
| **First accompanying person**[ ]  Check here if same address as donor | **Second accompanying person**[ ]  Check here if same address as donor |
| First name: |  | Last name: |  | First name: |  | Last name: |  |
| Date of birth: |  | Phone: |  | Date of birth: |       | Phone: |  |
| Street address: |  | Street address: |       |
| City: |  | State: |  | Zip: |  | City: |  | State: |  | Zip: |  |
| Trip(s): | [ ]  Evaluation only[ ]  Evaluation & surgery [ ]  Evaluation & follow up  | [ ]  Surgery only [ ]  Surgery & follow up [ ]  Follow up only | Trip(s): | [ ]  Evaluation only[ ]  Evaluation & surgery [ ]  Evaluation & follow up  |   | [ ]  Surgery only [ ]  Surgery & follow up[ ]  Follow up only |

**Estimated Travel Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EVALUATION** | **SURGERY** | **FOLLOW UP** |
| **HOTEL EXPENSES** | ***Up to 2 nights*** | ***Up to 14 nights*** | ***Up to 1 night*** |
| Will the donor require a hotel room/lodging? |  |  |  |
| If yes, how many nights? |  |  |  |
| Will the accompanying person require a **separate** room? |  |  |  |
| If yes, how many nights? |  |  |  |
| **FOOD EXPENSES: *COMPLETE ONLY IF HOTEL IS NOT REQUESTED:*** | ***Up to 2 nights*** | ***Up to 14 nights*** | ***Up to 1 night*** |
| How many nights will the donor/accompanying person be away from home? |  |  |  |
| **TRANSPORTATION EXPENSES** |  |  |  |
| How will the donor travel to transplant center? *Air, car, bus, train* |  |  |  |
| If driving, how many miles will be traveled round trip? |  |  |  |
| How will the companion(s) travel to transplant center? *Air, car, bus, train* |  |  |  |
| If companion travels in a **separate car**, how many miles round trip? |  |  |  |
| Will the donor need a rental car? |  |  |  |
| If yes, for how many days? |  |  |  |
| Estimate **daily** cost of parking at hospital, if driving or renting a car |  |  |  |
| How many days of parking do you request? | *$* | *$* | *$* |
| Estimate tolls *(if any)* | *$* | *$* | *$* |
| Estimate cost if taking cabs/shuttle/Uber | *$* | *$* | *$* |
| ***NOTE: NLDAC can approve additional trips for donor complications or related issues.*** |
| **Other information about your travel plans that you would like NLDAC to consider:** |

**Donor Attestation Form**

*Transplant professionals: please retain this form in the donor’s medical record.*

**Instructions**: Write your name in the blank near the top, read the statements and check all the boxes (except the last one, unless it applies to you), and sign your name at the bottom.

|  |
| --- |
| I,      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a live organ donor candidate, have truthfully and completely provided all the information requested in the application for reimbursement of travel and subsistence expenses and/or lost wages toward living organ donation. |
| [ ]  The transplant center personnel have informed me of what constitutes “valuable consideration” and to the best of my understanding, I am in full compliance with Section 301 of NOTA (42 U.S.C. §274e), which stipulates, in part, that it shall be unlawful for any person to knowingly acquire, receive, or otherwise transfer any human organ for valuable consideration for use in human transplantation if the transfer affects interstate commerce. [ ]  My decision to undergo live organ donation was not motivated by the exchange of any valuable consideration.[ ]  I do not have any other information indicating that valuable consideration is being exchanged in connection with this donation procedure.[ ]  I understand that NLDAC, under Federal law, cannot provide reimbursement to any living organ donor for travel and other qualifying expenses if the donor can receive reimbursement for those expenses from any of the following sources: (1) Any state compensation program, an insurance policy, or a Federal or State health benefits program; (2) an entity that provides health services on a prepaid basis; or (3) the recipient of the organ. [ ]  I give permission for the transplant center to share my information with the National Living Donor Assistance Center.[ ]  I acknowledge that reimbursement may be subject to federal and/or state income tax reporting. Applicant is responsible for contacting a qualified tax advisor to determine tax liability. Neither NLDAC nor other entities providing reimbursement are responsible for any tax consequences of the reimbursement program.[ ]  If this application for travel expense, lost wage, and/or dependent care reimbursement is approved, I will not request reimbursement of these costs from any other source (e.g. National Kidney Registry, Alliance for Paired Donation, Georgia Transplant Foundation, etc.).[ ]  (Only for donors whose recipient is commercially insured by UnitedHealthcare) I give permission to NLDAC to provide the information in this application to other entities, including the recipient’s health insurer, for review and potential reimbursement for travel and other qualifying expenses. The health insurer will only use or disclose the information in accordance with the applicable law.  |
| In signing this form, I declare, under penalty of perjury under the Federal and State laws, that all the information I have provided is true, correct and complete. I further understand that Federal and State law may provide for penalties of fine and/or imprisonment or denial of the requested travel and subsistence reimbursement assistance if I do not tell the truth when applying for assistance under the live donor reimbursement program or if I conceal or fail to disclose facts regarding the information supplied in the application process.Donor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:      \_\_\_\_\_\_\_Transplant center application filer’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:     \_\_\_\_\_\_\_\_ |