

Ellie Fund Grant Guidelines



Please review the details contained in this document before completing the grant application. All applicants must be referred by a licensed oncology professional in order to receive consideration. Applications are reviewed after the 25th of each month and notifications are made to the program

applicants and referring medical professional the following week.

How the Program Works

Upon receipt of the Grant application by email and Release Form (email, fax or regular mail), the Ellie Fund will review the application and create a personalized Grant for each patient (and/or family) who requests support.

The length of the contract and scope of services will depend on what has been requested as the primary priority, the amount of funding available at the time of the request, and how many other applications have been received that month. A typical Grant lasts one to two months.

Applications should be completed by a medical professional, with input from the patient and/or family. The deadline for submitting applications is the 25th of each month. Applications are then reviewed at the Ellie Fund including a discussion with the referring medical professional if necessary. After the application has been discussed between an Ellie Fund Patient Services Coordinator (PSC) and the referring medical professional, the PSC will follow up with the grant applicant by phone, mail, or both.

Once Grant details have been finalized by the Ellie Fund, written documentation will be sent to the patient/family and the referring medical professional for their files.

The Ellie Fund grant offers the following services:

- 1) Assistance with Transportation to Medical Appointments
- 2) Reimbursement for Licensed Childcare
- 3) Nutrition (Grocery Cards or Prepared Meals)
- 4) Light Housekeeping

Transportation to Medical Appointments

Services available include cab vouchers, private car service, pre-paid gas cards, reimbursement for gas, and/or parking at the hospital. Services are determined based on cost and availability and not all are available at the same time. Details needed on the application include starting and ending location, appointment dates and times.

Reimbursement for Licensed Childcare

Parents know best who should be taking care of their children. The Ellie Fund reimburses parents for licensed childcare services. Details needed on the application include the Childcare provider's name, company, contact information, rate per day, and days care is needed as well as details about the child(ren) needing care. **A copy of the daycare provider's license must be provided.**

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Nutrition Program

- 1) **GROCERY CARDS**
- 2) **“Dish & Deliver” PREPARED MEALS**

The Ellie Fund provides grocery cards OR meals prepared and delivered through our “Dish & Deliver” program with Healthy Habits Kitchen in Wellesley.

“Dish & Deliver”

Nutritious and delicious meals are assembled by volunteers at Healthy Habits Kitchen and are delivered to the recipient’s household by noon on the first Tuesday of each month. Meals are selected by the patient/family from a specially designed menu, provided by the Ellie Fund PSC. For more information about Healthy Habits Kitchen, visit www.healthyhabitskitchen.com.

Patient/Family chooses 8 meals (accompanied by side dishes) from a menu designed to be healthy and family-friendly. Someone must be home to accept the meal delivery during the scheduled time or a large cooler may be left at the front door in which the volunteer may place the meals.

Light Housekeeping

The Ellie Fund’s Light Housekeeping Program, in partnership with Home Instead Senior Care, Molly Maid, Healthy Homes Cleaning and Blue Bubble Cleaning Services provide professionally trained Caregivers to assist breast cancer patients and their families with housekeeping. (Patients and family members do not need to be seniors.) **Please note this is NOT deep cleaning.**

Program Process once request is received

- 1) The Ellie Fund calls housekeeping provider to set up initial visit with patient/family.
- 2) Housekeeping provider makes initial visit/call to patient’s home to assess needs.
- 3) Housekeeping provider calls Ellie Fund to confirm needs and housekeeping contract details.
- 4) The Ellie Fund creates contract and emails to housekeeping provider, patient, and referring medical professional.
- 5) Patient and housekeeping provider work together to schedule visits.
- 6) Housekeeping provider bills The Ellie Fund monthly at the end of the month.
- 7) If housekeeping provider has any questions about billing or contract terms, The Ellie Fund should be contacted.
- 8) If the patient has any questions about the contract other than dates/times for visits, The Ellie Fund should be contacted.
- 9) If the patient/family requires assistance beyond the granted contract hours, it is their responsibility to hire the housekeeping provider directly.

Terms of Contract

Housekeeping services are to be provided for a maximum of three hours per visit, every other week for the duration of the Grant. Dates and times of service are to be coordinated between The Ellie Fund client and housekeeping provider directly. Visits must be scheduled consecutively, within the service guidelines. In addition to the per hour fees, The Ellie Fund

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may also pay \$.46 per mile up to 25 miles for transportation, provided by the housekeeping provider, for patient or family-related errands and/or medical appointments within the three hour service contract.

Patient/Family Housekeeping Provider Responsibilities:

- Communicate with housekeeping provider directly, and in advance, to schedule visits
- Prioritize housekeeping needs (prior to their arrival to best utilize time limit)
 - If the patient/family does not need/is unable to prepare in advance for three hours of help for each assistance session, service may be discontinued by Ellie Fund
- Provide housekeeping cleaning supplies
- Be at home when housekeeping professional arrives, or have home accessible for servicing
- Communicate any service difficulties to Ellie Fund

Housekeeping Services Available

- **PLEASE NOTE: This is NOT a housecleaning service.**
- Light Housecleaning: dust, vacuum, clean kitchen and bathroom(s), general straightening
- Trash Removal
- Bed Making/Linen Changing
- Grocery Shopping & Meal Preparation

Excluded Services

- Cleaning (or other housekeeping services) more than three hours per visit
- Heavy cleaning (window washing, rug cleaning, carpet steaming, etc.)
- Furniture moving
- Childcare
- Laundry
- Activities that require heavy lifting
- Activities that may expose Caregiver to potentially hazardous cleaning materials, organic matter or chemicals (asbestos, insulation, excessive mold, etc.)