



Metastatic Program Information Healing Together Patient and Family Care Program

Please review the Grant Guidelines below prior to submitting an application. The application must be completed in its entirety by an oncology professional, with input from the patient and/or family, and submitted to the Ellie Fund by the 25th of each month. The Liability Release page must be included with the application. Handwritten, patient-completed, old application versions or partial applications will **NOT** be reviewed.

ELIGIBILITY:

- The patient must be in active treatment for metastatic breast cancer (i.e. surgery, radiation, chemotherapy (including oral chemotherapy), clinical trials, etc.). Metastatic breast cancer is also classified as Stage 4 breast cancer. The breast cancer has spread to other parts of the body beyond the breast. This usually includes, but is not limited to, the lungs, liver, bones or brain.
- The patient must be residing in or receiving treatment in Massachusetts.
- We do **not** discriminate on the basis of income (we are financially need-blind), gender, marital status, age, ethnicity, sexual orientation or religion.
- Each eligible patient, will receive one, 6 month grant per 12 month cycle. For example, if a patient receives a 6 month grant starting in in June 2018, he/she will not be eligible for an additional grant until on or after June 2019.

HOW THE PROGRAM WORKS:

Upon review of the Grant Application, the Ellie Fund will create a personalized, 6 month grant for each patient who qualifies for support.

The more accurate and complete the application, the better we are able to support the patient. Specifics of the services we provide are outlined below. Both the referring oncology professional and the patient will be notified of the grant details after the application deadline for each month. An email will be sent to the referring oncology professional and a grant approval letter will be mailed to the patient's home.

ESSENTIAL INFORMATION ON THE APPLICATION:

- Accurate mailing and physical address information, including zip code.
- Confirmation that addresses are secure and able to receive mail or packages.
- Email address
- Number of *dependent* children (children that the patient supports)
- Number of household members, including the patient
 - Do not include non-dependent children and other family members that are not supported by the patient.



- If the patient supports an elderly parent and disabled sibling for example, please make note of this on the application.
- Treatment information, including the number of appointments, frequency of appointments (i.e., once/month, 2x/week, etc.) and any other pertinent information regarding treatment
- Request for Services:
 - Patients may request more than one service.
 - Services requested must be prioritized (1-7).
 - Grants will include up to 2 services.

Through our **Metastatic Healing Together Patient and Family Care Program**, the Ellie Fund provides the following critical support and integrative therapy services free of charge:

- **Grocery and Nutritional Assistance**
- **Transportation Assistance**
- **Light Housekeeping**
- **Childcare Reimbursement**
- **Nutritious, Prepared and Delivered Meals**
- **Acupuncture Therapy**
- **Oncology Massage Therapy**

METASTATIC PROGRAM SERVICES AVAILABLE:

Grocery and Nutritional Assistance

The Ellie Fund provides gift cards to local grocery stores including, but not limited to, Stop & Shop, Market Basket, Hannaford, Whole Foods, Price Chopper, Trader Joe's, Roche Bros., Shaws and Big Y.

The denomination of the gift cards is determined by the number of household members and whether the patient is using any other meal programs. Gift cards are shipped either from the Ellie Fund or directly from the grocery store and will be received by the 20th of each month for the duration of the grant period.

Please note that the gift cards must be shipped to a secure address. If the patient's mailing address is not secure, please provide an alternative shipping address on the application. We can ship the gift cards to the referring medical professional as well. We may not be able to replace lost or stolen gift cards.

Transportation

Transportation services available include taxi service, Uber/Lyft gift cards, gas gift cards, funding for The RIDE or Commuter Rail (MBTA programs) and parking reimbursement.

Taxi vouchers, pre-paid gas gift cards and funding for THE RIDE/Commuter Rail services are determined based on patient's treatment schedule during the grant period, the cost of the services requested and availability (not all are available at the same time). The Ellie Fund only can provide funding for transportation to and from relevant medical appointments. Gas gift card



amounts are based on the patient’s home location in regards to the treatment facility and the number of trips to and from medical appointments at that facility.

The Ellie Fund will reimburse patients to help cover the cost of parking at treatment facilities when going to relevant medical appointments. The cost per appointment must be noted on the application.

Please note that you must provide the frequency and duration of the patient’s current treatment plan and/or cost of parking per visit on the application in order for us to adequately provide this service.

Childcare Reimbursement

Families know best who should be taking care of their children. The Ellie Fund reimburses parents or directly pays the licensed childcare provider. 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.

Please note a copy of the daycare provider’s license must be provided with the application in order to be considered for childcare reimbursement.

Amount of childcare grant is contingent upon budgetary restrictions, other services granted and amount requested. Each case will be reviewed and awarded on an individual basis.

Prepared Meal Delivery Program

Healthy, pre-assembled meal kits are delivered to the patient’s home by a volunteer once a month, for up to 6 months. Meals are selected by the patient from a menu designed to be healthy and family-friendly. Each meal kit can be frozen for future use, comes with easy-to-follow instructions and involves minimal prep time.

Family Size	Number of Meals Per Month	Servings Per Meal
1-3	12	3
4-6	8	6

Please note that this service is intended for patients, or their family members, who are able to cook meals independently.

Light Housekeeping

Licensed and insured companies will provide up to 12, three-hour sessions of light housekeeping services, including dusting, vacuuming and cleaning of the kitchen and bathrooms, trash removal, and bed making/linen changing. Additional services may be available and can be discussed with the referring medical professional and the Ellie Fund. Scheduling of these services are between the provider and the patient.

Please note that this is not a heavy duty cleaning service.

Service Process:



- Patient will be granted a specific number of housekeeping sessions.
- Ellie Fund provides company with patient's contact information.
- Company makes initial visit/call to patient's home to assess needs.
- Patient and company work directly to schedule granted sessions.

The Ellie Fund will pay directly for the granted sessions. There is no out-of-pocket cost for the patient.

If the patient currently uses their own private housekeeping provider, the Ellie Fund can reimburse the patient directly upon receipt of payment documentation. The Ellie Fund will provide an invoice to be completed by the patient and the provider. This information must be provided on the application, including providers name, contact information and hourly rate.

Please note that the patient and/or family must:

- Schedule granted sessions
- Prioritize needs prior to visit (to best utilize 3 hour session)
- Be at home or have the home accessible for each session
- Provide cleaning supplies, if this is decided prior to the initial cleaning
- Communicate any service difficulties to the Ellie Fund

Excluded Services:

- Cleaning beyond 3 hours per visit
- Heavy cleaning (window washing, rug cleaning carpet steaming)
- Furniture moving or other activities that require heavy lifting
- Childcare
- Laundry
- Activities that may expose Caregiver to potentially hazardous cleaning materials, organic matter or chemicals (asbestos, insulation, excessive mold, etc.)

Integrative Therapies

Integrative therapies focus on the whole person with therapeutic and lifestyle approaches, healthcare and disciplines to help achieve optimal health and healing. Our new metastatic program offers two integrative therapies that have proven to be beneficial for patients going through treatment for metastatic breast cancer and managing symptoms such as hot flashes, pain, neuropathy, anxiety, etc.

The Ellie Fund is not responsible for referring patients to acupuncturists or oncology massage therapists. Some treatment centers offer integrative support therapies. Please consult with your healthcare provider for more information.

Acupuncture Therapy

The Ellie Fund will reimburse either the patient or directly pay the acupuncturist for a set number of treatments for the duration of the grant cycle. Information about the provider must be submitted with the application including name, contact information, cost and recommended frequency of appointments. Not all appointments may be covered by the Ellie Fund grant and



any cost incurred for remaining appointments will be the responsibility of the patient. A copy of the provider's license is required and must be submitted to the Ellie Fund.

Please be sure to check to see if the patient's health insurance will cover any portion of these types of appointments and make note of that on the application.

Amount of acupuncture grant is contingent upon budgetary restrictions, other services granted and amount requested. Each case will be reviewed and awarded on an individual basis.

Oncology Massage Therapy

The Ellie Fund will reimburse either the patient or directly pay a trained oncology massage therapist for a set number of treatments for the duration of the grant cycle. Information about the provider must be submitted with the application including name, contact information, cost and recommended frequency of appointments. Not all appointments may be covered by the Ellie Fund grant and any cost incurred for remaining appointments will be the responsibility of the patient. A copy of the provider's license is required and must be submitted to the Ellie Fund.

The provider must be trained in oncology massage.

Please be sure to check to see if the patient's health insurance will cover any portion of these types of appointments and make note of that on the application.

Amount of oncology massage therapy grant is contingent upon budgetary restrictions, other services granted and amount requested. Each case will be reviewed and awarded on an individual basis.