Please refer to the relevant section from the Policies and Procedures

Policy

1. **Eligibility:** No Change
2. **Maximum Grant**
   Most Grants are $200.00 or less
   No Gift Card will exceed $150.00 per Awardee/Grantee.
   No Center will be issued greater than 30% of Grants in Gift Cards
   Grant cannot exceed $200.00 per Awardee/Grantee in any 12 month period
3. **Eligible Expenses:** No Change
4. **Preferred Payee:** Checks can no longer be issued in the name of the Grantee (patient) or family
5. **Social Worker Recommendation:** No Change
6. **Confidentiality:** This section has been expanded on the application.

Procedures

1. Latest Application is posted to KTDA.org. Will not be able to accept out dated applications
2. No Change
3. No Change
4. All exceptions are reviewed at the quarterly KTDA Board meeting and could delay payment
5. Applicants will no longer be directly reimbursed (see amended Policy 4 above)
6. No Change
7. Submit electronically to PAC@KTDA.org. If this is not possible, application can be sent via fax to 781 658-2088. Please follow up with an e-mail. PAC@KTDA.org. The fax is private but is not monitored regularly
8. If a Gift Card, a receipt must be signed by patient and returned to the above e-mail address with in 14 business days for the center to remain eligible for Gift Card Grant payments.
9. Questions should be sent to PAC@KTDA.org

REMINDER: KTDA is an all-volunteer organization so please help us by making sure the application is complete and complies with all policies

~ THANK YOU ~
KTDA PAC COMMITTEE