

Dear Service Provider Applicant,

Thank you for your interest in providing complementary healing therapies to beneficiaries of the Sandra J. Wing Healing Therapies Foundation.

Our foundation issues grants to cancer patients living in Alameda County or Contra Costa County who are currently undergoing or who completed chemotherapy or radiation within the past 18 months. They may use this grant to access five complementary healing therapies: acupuncture, acupressure, therapeutic massage, guided/visual imagery, and/or deep breathing meditation.

Once individuals are approved as beneficiaries of the foundation, they will receive an acceptance letter. This, together with their foundation-issued PEX VISA® prepaid card, will serve as their authorization to obtain complementary healing therapies from the foundation's approved service providers.

To join our network of approved service providers, please complete our [online application](#). As part of this online application, you will be asked to upload the following documents:

1. Copy of your license, certification, and/or diploma
2. Current certificate of liability insurance (an example of this is available at: <https://www.healingtherapiesfoundation.org/providers/>)
3. W-9 federal tax form (available at: [www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf))

Upon receipt of your application, a service provider committee volunteer will make sure it is complete, communicate with you regarding the committee's decision, and outline next steps.

### **Payment**

Each beneficiary has been issued a PEX VISA® prepaid card and will use this card to pay for services at the time of the appointment. Please process as credit (not debit). We encourage you to ask for photo identification in order to guarantee that the card is being used by the intended recipient.

It is your responsibility to collect from the beneficiary any payment due that exceeds the grant amount.

*Grant funds are only to be used for services rendered. This means:*

- *Funds may not be used for future services (including packages) or tangible products.*
- *Beneficiaries are informed that tips are not expected. If they wish to add a tip, they must use a personal method of payment.*
- *Beneficiaries are personally responsible for payment of any fees for missed or cancelled appointments.*

**Insurance/License/Certification Renewal and Business Name Changes**

To maintain your status as an approved service provider, current certificates must be on file with the foundation. At your insurance or license/certification renewal date, please email or fax an updated copy to the foundation, prior to expiration, in order to avoid suspension.

If you change your name, business name, location, contact information, or billing information, please update the foundation as soon as possible.

Thank you for your interest in providing complementary healing therapies to our beneficiaries.

Sincerely,

The Sandra J. Wing Healing Therapies Foundation Service Provider Team