

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 become an approved service provider, four documents must be completed and submitted. Please submit these by email at info@healingtherapiesfoundation.org (preferred) or by mail at 5890 Stoneridge Dr., Ste. 104, Pleasanton, CA 94588.

1. Service Provider Qualification Form: Complete, sign, and submit the application found on the Resources > Providers page at: www.healingtherapiesfoundation.org
2. License/Certification/Diploma: Provide copies of license, certification, and/or diploma.
3. Professional Liability Insurance: Provide a current Certificate of Professional Liability Insurance.
4. W-9: Complete a W-9 Federal Tax Form from: www.irs.gov/pub/irs-pdf/fw9.pdf

Upon receipt of your application materials, 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, email or fax an updated copy to the foundation, prior to expiration, so that suspension is avoided.

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