



APPLICATION INSTRUCTIONS

The Marty Lyons Foundation, Inc. (MLF) is a not for profit organization providing "special wishes" for children with life-threatening or terminal illnesses. The Foundation is not affiliated with any other organization having similar objectives.

1. Applications will be accepted only for children chronologically aged three (3) through seventeen (17) years. Children must also reside or receiving medical treatment within the Foundation's designated geographic locations: Alabama, Connecticut, Florida, Georgia, Maryland, Massachusetts, New Jersey, New York, North Carolina, South Carolina, Virginia and Texas.
2. Applications for a second wish will be accepted only under exceptional medical circumstances. Typically, this second wish will not be granted if the prior wish was completed within the past 24 months.
3. **There are 4 pages required to apply for a wish: Parent Application, Physician Form, MLF Release and Indemnity Form and the medical facility's Authorization to Release Healthcare Information** which has been generally referred to as the HIPAA form. *HIPAA NOTICE: - The United States Congress enacted the Health Insurance Portability and Accountability Act (HIPAA), which took effect on April 14, 2003. HIPAA was designed to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers.* In order to comply with this federal law, The Marty Lyons Foundation, Inc. requires that the parent/legal guardian acquire the Authorization to Release Healthcare Information Form from the medical facility where their child is receiving treatment, sign and send in as the 4th page necessary to apply for a wish.
4. Any family member over the age of 18 participating in the wish must complete a separate MLF Release and Indemnity Form and return with the original forms to headquarters.
5. MLF must receive within 60 days a complete **original** set of each of the 4 pages mentioned above. All paperwork must be signed, notarized where appropriate and mailed to the foundation's headquarters. Incomplete wish applications will be closed after 60 days of receipt of any of the documents mentioned above. Applicants will need to reapply should this happen.
6. In cases of guardianship, proper documentation must be submitted to the Foundation.
7. Wish applications go through a background check with local wish granting organizations to verify whether the child was a wish recipient.
8. Please be specific regarding the child's "special wish."
9. All expenditures must be made directly by the Foundation; consequently, the Foundation cannot accept an application where parents or guardians for a child's wish have already expended funds.
10. Questions may be directed to the Foundation office by calling 631-543-9474 during normal business hours or via email: mlf_hq@martylyonsfoundation.org.