



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 are currently receiving medical treatment within the Foundation's designated geographic locations: Alabama, Connecticut, Florida, Georgia, Maryland, Massachusetts, New Jersey, New York, North Carolina, Pennsylvania, South Carolina, Virginia and Texas.
2. **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.
3. 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.
4. If an application is for a first wish request, a child must not have received a wish from another organization nor is in the process of receiving a wish from another organization. Please note that the Marty Lyons Foundation will not grant a wish simultaneously as another organization. For applications for second wish requests, please see #5.
5. The Marty Lyons Foundation is primarily accepting applications for first wish requests. Second wish requests (regardless of the original granting Foundation) are only granted under exceptional medical circumstances and typically considered after 2 years from the time of the child's first wish. At this time, these requests are subject to a waiting list. To be added to the list for future consideration, please contact MLF HQ directly with the information found in #11.
6. Wish applications go through a background check with local wish granting organizations to verify whether the child was a previous wish recipient.
7. MLF does not cover siblings over the age of 18 unless they are taking the place of a second adult. Any family member over the age of 18 participating in the wish must complete a MLF Release and Indemnity Form and return with the original forms to headquarters.
8. In cases of guardianship, proper documentation must be submitted to the Foundation.
9. Please be specific regarding the child's "special wish." Specific wish requests to be confirmed by MLF.
10. 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.
11. COVID19/pandemic related precautions and budgetary constraints apply to all wishes.
12. Questions may be directed to the Foundation office by calling 631-543-9474 during normal business hours or via email: kdewitt@martylyonsfoundation.org.