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WHAT YOU SHOULD KNOW ABOUT THE APPLICATION PROCESS

The Trinidad & Tobago Cancer Society (TTCS) has put in place a verification system to ensure that all persons applying for assistance from the RBC/RBTT Caribbean Children's Cancer Fund are given equal opportunity to access its resources within a reasonable time frame providing all criteria is met.

1 Application criteria

- Patients must complete the application forms, bringing all relevant medical documents related to the diagnosis of cancer to any branch of RBC or RBTT.
- Patients must be sixteen years of age or under.
- Patients must reside in the jurisdictions where RBC and RBTT operate.

2 The following documents are mandatory:

- Completed and signed *Patient Information Form* (Original)
- Completed and signed *Statement Of Affairs Form* (Original)
- Completed and signed *Family Budget Analysis Form* (Original)
- Medical records that include:
 - A) A letter of medical necessity or consultation note from medical doctor
 - B) Typed pathology reports with the pathologist's name and facility address
 - C) Typed surgical reports
 - D) Typed laboratory reports
 - E) Typed radiology reports (X-Ray, CT Scans, Ultrasound, Bone Scan)
 - F) Typed medical and treatment history summary prepared by your physician to include reports of chemotherapy and radiation treatments (Applicable if patient received treatment previously.)
- Official estimate of treatment
- Proof of citizenship (Both patient and applicant- parent / legal guardian) (Copy of passport, ID card)
- Copies of bank statements
- Mortgage statement where applicable
- Recent pay slip or evidence of pension income
- Letter from insurance company indicating benefits to be paid
- Any other financial statements required

3 Each case will be assigned a reference number for confidentiality.

4 Applications will go to the TTCS Screening Committee to determine if application meets criteria.

5 The applicant may be contacted by a professional medical social worker who completes an assessment.

6 The applicant's medical information will be submitted to the multi-disciplinary team of medical specialists to confirm cancer diagnosis.

7 If any of your particulars change during the application process, e.g.: address or contact information, it is your responsibility to contact the TTCS to advise of changes.

8 Once your application has been processed, you will be contacted accordingly. Information will be provided relative to the next steps.

N.B. A) *The entire process is highly confidential. Your name, medical history and financial position will not be revealed to any unauthorised personnel.*

B) *There will be no reimbursement of bills for treatment undertaken prior to application.*

C) *The TTCS gives no guarantee that the applicant will be successful in receiving funding. The decision given as to the status of your application is final and binding.*

Do not submit any original documents with the exception of completed and signed application forms indicated in Item 2.