

# Community Servings Home Delivered Meals Program

## Application Checklist

Community Servings provides free home delivered meals to clients at a critical stage of a life-threatening illness. A weekly bag of meals typically contains 5 entrees, 4 salads, 4 soups, yogurt, fresh fruit, desserts and a quart of milk. To determine your eligibility, please provide the following documentation:

- Certification Form** – Please have your doctor, nurse practitioner, or other healthcare professional complete the Certification Form and provide a copy of your most recent laboratory results (preferably from within the past 6 months), medical note from a recent visit, and a list of current medications.  
\*Fax to Client Services at 617-522-7770
  - Recent Lab Results**
    - For applicants with HIV/AIDS, include CD4 and Viral Load lab results
    - For applicants with Diabetes, include A1C lab results
  - Current Medications List**
  - Copy of recent Medical Note with Problem List**
- Intake Packet** – Please complete in full, sign and date.
- Client Agreement** – Read the Client Guidelines, sign and date the Client Agreement page.
- Client Authorization for Release of Information** – Please complete in full, sign and date.
- Six Month Eligibility Form (*ONLY For applicants with HIV/AIDS or Mono-Infected Hepatitis C*)**  
Submit a completed Six Month Eligibility Form that shows proof of Income, Residency and Insurance status that is signed by both you and your Case Manager. No supporting documentation is needed.

**Please note that only completed applications will be considered for review.**

### Additional Information

1. **Reviewing Eligibility:** Once we have received the above documentation, your file will be reviewed for eligibility. If accepted, you will be asked to recertify once a year to continue your meal service.
2. **Starting Services** – If you are eligible to receive meals, a Client Service Coordinator will contact you regarding a service start date. A Meal Service Plan (MSP) summarizing your delivery and diet details will be sent with your first delivery. The MSP will need to be signed and returned within the first two weeks of your service if requested.
3. **Delivery** – Deliveries are made one day per week. Your delivery day is determined by Community Servings based on geography. Exact delivery times may vary but someone must be home to receive your meals. Delivery hours are: Monday- Friday 9:00am-6:00pm and Saturday 9:00am-2:00pm. For food safety, meals must be accepted by an individual and will not be left unattended. You may arrange to pick up your meals at our office location. Contact a Client Services Coordinator with any questions.
4. **Nutrition Inquiries** – If you need to change the type of meal received or if you have nutritional questions, please call our Nutrition Department staff at 617-522-7777.

Please Contact Client Services with any questions at 617-522-7777!

Carolyn Smith  
Client Services Manager

Sarah Montgomery  
Client Services Coordinator

Nate Ross  
Client Services Coordinator

**Please Return Materials to:**  
Client Services  
18 Marbury Terrace  
Jamaica Plain, MA 02130  
FAX: 617-522-7770

Revised: March 2017

# Community Servings Certification Form

**Applicant/Client Section:** I hereby authorize my physician, nurse practitioner or physician assistant to release information regarding my medical condition to Community Servings for the purpose of verifying my eligibility:

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Healthcare Provider Section:

Community Servings provides home delivered meals to clients at a critical stage of a life-threatening illness. On behalf of the applicant/client noted above, please complete this form with all relevant information. The certification form, laboratory results and medications list help us determine client eligibility and an appropriate diet. Thank you for your help in serving our clients!

**Please Fax the following to Client Services at 617-522-7770**

- Completed Certification Form
- Recent laboratory results (within past 6 months)
- Current medication list
- Recent medical note with Problem List

**Applicant/Client:** Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. Weight: \_\_\_\_\_

**A. PRIMARY DIAGNOSIS:** Check ALL that apply.

- |   |   |
|---|---|
| <input type="checkbox"/> AIDS (CDC defined) ( <b>CD4 and Viral Load Required</b> )<br>Year of diagnosis: _____ (Required)                 | <input type="checkbox"/> Cardiac Disease (specify type): _____<br><input type="checkbox"/> CHF (specify stage/severity): _____                      |
| <input type="checkbox"/> Mono-infected Hepatitis C<br>Year of diagnosis: _____ (Required)   | <input type="checkbox"/> Diabetes II or <input type="checkbox"/> Diabetes I ( <b>HbA1C Required</b> )   |
| <input type="checkbox"/> HIV+ ( <b>CD4 and Viral Load Required</b> )  | <input type="checkbox"/> Lung Disease (specify type): _____<br><input type="checkbox"/> COPD (specify stage/severity): _____                        |
| <input type="checkbox"/> Cancer (specify type): _____<br><input type="checkbox"/> Chemotherapy <input type="checkbox"/> Radiation Therapy | <input type="checkbox"/> Renal Disease (specify stage): _____<br><input type="checkbox"/> Hemodialysis <input type="checkbox"/> Peritoneal Dialysis |
| <input type="checkbox"/> Multiple Sclerosis (No labs required; <u>Provide medical note.</u> )   | <input type="checkbox"/> Other – Please specify: _____  |

**B. MEDICAL CONDITIONS RELATED TO ILLNESS:** Patient exhibited the following conditions in the past 30 days:

- End of life care (no labs required)    **Please describe:** \_\_\_\_\_
- Severe Diarrhea     Severe Nausea     Severe Vomiting    (check all that apply)
- Oral or esophageal lesions limiting oral intake     Pressure Ulcer – Stage: \_\_\_\_\_
- Peripheral neuropathy significantly limiting standing and/or ambulation
- Anemia     Other condition causing severe fatigue or shortness of breath: \_\_\_\_\_
- Wasting (unintentional weight loss of more than 5% usual body weight)    **Please describe:** \_\_\_\_\_
- An opportunistic infection or neoplasm    **Please describe:** \_\_\_\_\_
- Dementia     Mental Illness    **Please describe:** \_\_\_\_\_
- Other    **Please describe:** \_\_\_\_\_

**C. MOBILITY:** Factors that would impact a client's ability to maintain a healthy diet & independent lifestyle.

- |   |   |
|---|---|
| <input type="checkbox"/> Bed bound  | <input type="checkbox"/> Can't carry a weight of more than 15 lbs |
| <input type="checkbox"/> Can't stand for more than 15 minutes at one time | <input type="checkbox"/> Wheelchair                               |
| <input type="checkbox"/> Can't walk more than 50 feet at one time         | <input type="checkbox"/> Other _____                              |

**My signature certifies the medical information provided above.**

\_\_\_\_\_  
Physician/NP/PA Signature

\_\_\_\_\_  
Clinic or Hospital Affiliation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Stamp Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

**Community Servings**  
**Client Intake Form**

**Client Information**

**First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Gender:**  Male  Female  Transgender →  Male to Female  
 Female to Male

**Address:** \_\_\_\_\_ **Apt #:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Alternate Contact (Name and Number):** \_\_\_\_\_

**Other Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Demographics**

**Primary Language:**  English  Spanish  Other (please specify) \_\_\_\_\_

**Race:**  African American/Black  Asian  American Indian/Alaskan Native  Native Hawaiian/Pacific Islander  
 White/Caucasian  Other (please specify) \_\_\_\_\_

**Hispanic or Latino/a:**  Hispanic or Latino/a  Not Hispanic or Latino/a  Unknown/Unreported

**Hispanic Subgroup:**  Mexican, Mexican American, Chicano/a  Puerto Rican  Cuban  Another Hispanic, Latino/a or Spanish origin

**Asian Subgroup:**  Asian Indian  Chinese  Filipino  Japanese  Korean  Vietnamese  Other Asian

**Native Hawaiian/Pacific Islander Subgroup:**  Native Hawaiian  Guamanian or Chamorro  Samoan  
 Other Pacific Islander

**Country of Birth:**  USA  US Dependencies, including Puerto Rico  Other \_\_\_\_\_

**Housing and Income Information**

**Housing (you must choose one):**

- |   |   |
|---|---|
| <input type="checkbox"/> Permanent Housing                | <input type="checkbox"/> Incarcerated                                   |
| <input type="checkbox"/> Transitional Housing             | <input type="checkbox"/> Temporarily Living with a Friend/Family Member |
| <input type="checkbox"/> Emergency Shelter                | <input type="checkbox"/> Other (please specify) _____                   |
| <input type="checkbox"/> Substance Abuse Treatment Center | <input type="checkbox"/> Unknown/ Unreported                            |
| <input type="checkbox"/> Psychiatric Facility             |   |

**I have access to:**  Refrigerator  Stove  Microwave  Oven  Freezer  None  Other: \_\_\_\_\_

**Do you have someone to help you?**  Visiting Nurse  Home Health Aide  Family Member/Friend  
 No Help  Other (please specify) \_\_\_\_\_

**Income Source** \_\_\_\_\_

**Monthly Income** \_\_\_\_\_

**Personal Identification**

Mother's First Name: \_\_\_\_\_

Last four digits of Client's Social Security Number: \_\_\_\_\_

**Insurance Information**

**Health Insurance Provider:** \_\_\_\_\_

**Insurance Type (check all that apply):**

- MassHealth (Medicaid)  Other Public Insurance
- Medicare  Private Insurance →  Individual Plan  Employer Plan
- ConnectorCare Specify Plan: \_\_\_\_\_
- VA, Tricare, or Other Military Health Care  No Insurance
- Health Safety Net  Other (specify) \_\_\_\_\_

Are you a CCA (Commonwealth Care Alliance) One Care or SCO member OR a NHP (Neighborhood Health Plan) Neighborhood Care Circles member? If so please call **617-522-7777** to speak to Client Services.

**Emergency Contact Information**

**Emergency Contact Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **Other Phone:** \_\_\_\_\_

**Is the emergency contact aware of client's status or illness?** \_\_\_\_\_

**Referral Information**

**Referral Source:**  Self  Case Management  Substance Abuse Program  Homeless Service  
 Health Center  Doctor, Nurse or Dietitian  Dialysis  Hospice  Other: \_\_\_\_\_

**Referral Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Referral Agency:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Support Systems (if different from referral source)**

**Name of Primary Care Physician:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Agency/ Clinic:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Name of Social Worker/ Case Manager:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Agency:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Medical Information**

**If AIDS or HIV+, please indicate exposure category (check all that apply):**  Men who have sex with men (MSM)  Women who have sex with women (WSW)  Heterosexual contact  Injection drug use  Perinatal transmission  Hemophilia  Through blood, blood products, tissue  Other risk  Unknown

**If AIDS or HIV+: each week, how often do you take all doses of your HIV-related medications?**  
 Rarely (>4 doses missed)  Sometimes (3-4 doses missed)  Frequently (1-2 doses missed)  Always (no doses missed)

**Mental Health: Are you experiencing?**  Angry Outbursts  Anxiety  Poor Memory  Insomnia  Nervousness  Poor appetite  Depression

**Have you been treated or are you currently being treated for:**  Schizophrenia  Bipolar  Depression  Drug/Alcohol Addiction (In recovery for how long? \_\_\_\_\_ )  Other: \_\_\_\_\_

**Hospitalizations in the Past Year:**

Date	Reason	Medical Center

**Medical Follow ups:**  Regular Check-ups  Goes to the ER  Only when ill  Never  Unknown  Other: \_\_\_\_\_  Standing appointments (What days?): \_\_\_\_\_

**Nutrition & Diet Information**

Current Weight: \_\_\_\_\_ Height: \_\_\_\_\_

Questions	YES	NO
Do you have any food allergies? If yes, please list <b>each allergy</b> and the <b>type of reaction</b> you have below:		
Have you <b>unintentionally</b> <u>lost weight</u> in the past 6 months? If yes, <b>how much</b> ?		
Have you <b>unintentionally</b> <u>gained weight</u> in the past 6 months? If yes, how much?		
Has your appetite changed in the last 6 months? If yes, describe:		
Do you have any problems chewing? If yes, describe:		
Do you have any problems swallowing? If yes, describe:		
Do you have nausea or vomiting? If yes, how often and for how long?		
Do you have diarrhea? If yes, how often and for how long?		
Do you drink Boost or Ensure?		
What are the impacts of side effects from your medications? <input type="checkbox"/> Severe <input type="checkbox"/> Moderate <input type="checkbox"/> Minimal <input type="checkbox"/> No side effects Describe side effects, if any:		

Please write any other nutrition or food concerns here: \_\_\_\_\_

Our nutrition staff may contact you to review your responses with you.

**Type of Diet:** Please choose up to three (3) selections.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Wellness – general healthy diet | <input type="checkbox"/> Renal                        | <input type="checkbox"/> No Eggs   |
| <input type="checkbox"/> Diabetic                        | <input type="checkbox"/> Mild – low in spice and acid | <input type="checkbox"/> No Fish/Shellfish                               |
| <input type="checkbox"/> Cardiac                         | <input type="checkbox"/> Soft                         | <input type="checkbox"/> Vegetarian – no meat, chicken or fish/shellfish |
| <input type="checkbox"/> Low Fiber                       | <input type="checkbox"/> No Nuts                      | <input type="checkbox"/> High Calorie/Protein                            |
| <input type="checkbox"/> Low Vitamin K                   | <input type="checkbox"/> No Red Meat                  | <input type="checkbox"/> Children’s Menu                                 |
|  | <input type="checkbox"/> Low-Lactose                  |  |

**Milk:**  Skim/nonfat  1%  2%  Lactaid

I would like to be contacted by nutrition staff to discuss my diet selection or other nutrition concerns.

**Please Note:** We are not a food allergen-free facility. Meals may contain traces of nuts, fish, shellfish, dairy, and/ or eggs. We are unable to accommodate gluten-free restrictions, wheat and soy intolerances or any other restrictions not listed above. We do not use pork products in any of our meals.

**Persons in Household**

Community Servings, in addition to the primary client, will provide meals to a caregiver or parent/spouse and any children under the age of 18 years.

Relationship	Diet selection (see above)	Race	Gender	Date of Birth

**Delivery Instructions**

Please provide any relevant delivery information (e.g., gates, buzzers, codes, or standing appointments such as dialysis):

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Person completing the intake: \_\_\_\_\_

Client’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Client Guidelines

### Client Responsibilities, Rights and Grievance Procedure

#### **What is Community Servings?**

Community Servings' mission is to provide free home-based nutritional support to persons living with life threatening illness, without regard for race, religion, gender, national origin, or sexual orientation. We are dedicated to providing these services with care and compassion, in such a way as to promote dignity and self-sufficiency. Eligibility for services is based on a *certification form*, which establishes the client's acute life-threatening illness and assesses a client's need according to health and mobility implications.

#### **What are my responsibilities as a client?**

To assure efficient, high quality service, delivery clients are responsible for the following:

- **Paperwork:** Complete all necessary paperwork as requested in order to receive meals.
- **Contact Information:** Notify Client Services of any address or telephone number changes.
- **Delivery Schedule:** Deliveries are made once a week on a prescribed day. Exact delivery times may vary but someone must be home on the day of your delivery to receive your meals.  
Delivery hours are: Monday – Friday between 9:00am-6:00pm and Saturday 9:00 am-2:00 pm (unless other delivery arrangements were made). If you have not received your meals by 5pm, please leave a message with Client Services at 617-522-7777
- **Recertification:** Once a year, or as needed, you will be asked to resubmit all paperwork and have your health care provider fax in a yearly *certification form* which states a client's medical and mobility status. Updates to some paperwork is required on a six month basis.
- **Cancellation:** Clients must call our Client Services department 24 hours in advance and no later than 8:00 am on the day of delivery to cancel meals. If you will be unavailable for an extended period of time (such as a vacation or hospitalization) you may put your meals on hold and call Client Services to resume deliveries.

#### **What are my rights as a client?**

Community Servings shall honor the rights of each person receiving services. You have the right:

- To be treated with dignity and respect.
- To be informed of policies and procedures concerning clients.
- To have every reasonable effort made to accommodate special dietary needs and restrictions.
- To confidentiality and to have that right protected by staff, volunteers and all others associated with the agency.
- To be informed of the Grievance Procedure.
- To provide input, suggest changes, offer criticisms and comments.
- To receive interpreter services at no cost.

#### **What is the Grievance Procedure?**

If a client believes that they have been treated unfairly by Community Servings:

- Client should seek to resolve any disagreement or dispute with the person involved, whether volunteer, staff, or others associated with the agency.
- If this does not resolve the situation within 3 business days, the client should ask to speak with the Client Services Manager. The Client Services Manager will make all attempts to resolve the situation and inform the client of the results.
- If the above fails, the client may call the Director of Client and Volunteer Services. The Director of Client and Volunteer Services will gather and analyze all facts and both parties will be interviewed. The client will be informed of the results.
- Community Servings may refer the client to a third-party mediator for negotiation, if needed.

## Client Guidelines

### Missed Meal Delivery Policy

#### ***What happens if I miss a delivery?***

We expect someone to be at your delivery address to accept the meals on your scheduled delivery day. An **unexcused missed delivery** is when we attempt to deliver your meals on your regularly scheduled day and no one is home to receive it. For food safety these meals must be thrown away; to avoid waste please call ahead to cancel your delivery. **We will not reschedule or redeliver an unexcused missed delivery.**

If you will not be home during your regular delivery time, you must call our **Client Services department at 617-522-7777** at least 24 hours in advance and no later than 8:00 am on the day of delivery. Please leave a message on voice mail and we will return your call as soon as possible.

**Consistently failing to inform Client Services that you will not be home to receive your meals will result in your meals being stopped. Your service will be stopped after 3 consecutive missed deliveries**

Clients who pick up meals at Community Servings – You are expected to pick up your meals on your scheduled day. Failure to pick up your weekly meals without notice will be considered a missed delivery. Your meals will be stopped after 3 consecutive missed pickups

### Client Acknowledgements

#### ***It is agreed that as a client of Community Servings:***

- I authorize Community Servings to obtain information regarding my medical status from my healthcare practitioners and case managers.
- I understand that information collected about me is used solely to provide me with proper nutrition and meals. This information will not be disclosed to any sources without my prior written consent.
- I assume full responsibility for informing Community Servings of dietary restrictions, requirements and changes.
- I agree to recertify once a year by submitting a new application.
- I understand that I must let Community Servings know as soon as possible of any changes in medical status, nutritional needs, address or telephone number.
- I understand that I must review a Meal Service Plan. This document summarizes delivery and diet details. I understand that I must sign and return the Meal Service Plan to Community Servings on a six month basis if requested.
- I understand that for food safety, meals must be accepted by an individual and will not be left unattended.
- I understand that the delivered meals and supplements are for my consumption and may not be sold.
- I understand that Community Servings will not serve anyone at a location where staff or volunteers may be endangered. This includes physical, verbal or substance abuse by a client or anyone in the client's household or building, or for any other reason determined by Community Servings. Failure to abide by this guideline can result in the suspension of meal deliveries for up to 90 days, or the cancellation of clients' meal delivery service.



## Client Agreement

- I have read and agree with the Client Responsibilities, Rights and Grievance Procedure.
- I have read and accept the Missed Meal Delivery Policy.
- I have read and agree with the Client Acknowledgements.
- I understand this authorization will have duration of *one* year from the date of my signature.
- I understand all Community Servings guidelines and have received a client copy of this document.

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

### To be completed by HIV/AIDS and Hep C applicants only

I, \_\_\_\_\_, authorize the staff of Community Servings to allow the Ryan White Part A or Massachusetts Department of Public Health Grantee or their designee access to and review of my client record. The purposes of review are for monitoring only. The review may include information such as name, HIV status and related diagnosis, substance abuse treatment, medical care and treatment, financial circumstances, living arrangements, and other information as requested. I understand that the review will be visual only and that no records will be copied and no information identifying me will be recorded.

The authorization for release of information is for visual review only and in no way authorizes the Ryan White Part A or Massachusetts Department of Health Grantee or their designee the right to remove information or collect personal identifiers, except in cases of suspected fraud or other criminal wrongdoing.

The authorization does not disclose any information of a personal and confidential nature to any employee or volunteer who is not authorized with my consent.

This authorization will have a duration of *one year* from the date signed below. I understand I am not required by law to consent to release this information, but choose to do so willingly and voluntarily. I understand I may revoke consent at any time except to the extent action has been taken in reliance of my consent.

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

## Client Authorization for Release of Information

I, \_\_\_\_\_, have requested services from Community Servings. I understand that in order to provide services, Community Servings may need to release/and or receive information about me to/from:

(Please list the names, phone numbers and addresses of the agencies/persons that we may need to contact)

#	Name of Contact	Name of Agency & Address	Telephone
1.	<i>My Primary Care Physician</i>		
2.	<i>My Medical Case Manager or Social Worker</i>		
3.	<i>My Caretaker</i>		
4.	<i>Additional contact (if necessary)</i>		
5.	<i>Additional contact (if necessary)</i>		

I understand and agree that Community Servings may disclose information about my physical, medical, psychological, financial and legal circumstances.

I grant this authorization on the condition that Community Servings will use due care at all times to protect my rights to privacy and confidentiality. I understand that I may revoke this authorization in writing at any time except to the extent that Community Servings has already disclosed information based on this agreement.

Furthermore, unless specifically stated, this release form will be good for one year from the date it is signed.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

### Six Month Eligibility Recertification Summary

***Form only to be completed for applicants with HIV/AIDS or Mono-Infected Hepatitis C***

The purpose of this form is to document the ongoing components of eligibility: financial, residential and insurance coverage for individuals receiving Ryan White Part A services. This form can be shared among service providers to verify, income, residency and health insurance coverage if the client has signed and dated a release of information document. **This form is valid for 6 months after screening date.**

Agency Name:	
Agency Address:	
Agency Phone Number:	
Client Name:	Client Code:
Screening Date:	Expiration date (six month after screening):

Financial	
Client Annual Income	% of Federal Poverty Level
<ul style="list-style-type: none"> <li><input type="radio"/> Pay Stubs (2 most recent)</li> <li><input type="radio"/> Social Security (SSDI/SSI) Letter</li> <li><input type="radio"/> Private Disability Statement</li> <li><input type="radio"/> Department of Transitional Assistance (TANF/EAEDC) Letter</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Veterans' Benefits</li> <li><input type="radio"/> Medical Case Manager Letter</li> <li><input type="radio"/> Other: _____</li> </ul>
Residency	
<ul style="list-style-type: none"> <li><input type="radio"/> Pay Stub</li> <li><input type="radio"/> Government Issued Check</li> <li><input type="radio"/> Government Correspondence</li> <li><input type="radio"/> Valid Driver's License/MA ID</li> <li><input type="radio"/> Utility Bill</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Bank Statement</li> <li><input type="radio"/> Real Estate Tax Bill</li> <li><input type="radio"/> Current Residential Lease</li> <li><input type="radio"/> Medical Case Manager Letter including town and zip code</li> <li><input type="radio"/> Other _____</li> </ul>
Insurance	
<ul style="list-style-type: none"> <li><input type="radio"/> HDAP Approval Letter</li> <li><input type="radio"/> Letter from Insurer</li> <li><input type="radio"/> Premium Statement</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Dated Print out from Exchange</li> <li><input type="radio"/> Mass Health Approval Letter</li> <li><input type="radio"/> Other: _____</li> </ul>

<b>Signatures</b>	
Client: _____	Date: _____
Agency Staff: _____	Date: _____
Title: _____	