



LMHF Wellness for Children

Rules and Procedures of the Program

- Child must be a member of LMHF.
- Children aged 4-16 are eligible.
- Each child may enter the raffle for all four groups below but may only win once.
- One submission per child per group may be submitted.
- All children in a family may enter provided they meet age and membership requirements.
- Complete the entry form and submit it via U.S. mail to LMHF, Attn: Children’s Wellness, 90 Anderson Road, Cheektowaga 14225, fax to (716) 601-7984, email to Diona.Ellington@LMHF.net or drop off at LMHF office in locked mailbox in front of our building.
- Parent will be notified by LMHF if your child has won the raffle. At that time, parent advises LMHF of the child’s wellness activity in which they wish to enroll.
- LMHF will review the class and service provider (vendor) for approval.
- Parent – once approved, inform vendor to submit IRS form W-9, along with the invoice to LMHF Attn: Children’s Wellness, 90 Anderson Road, Cheektowaga 14225, fax to (716) 601-7984, email to Diona.Ellington@LMHF.net or drop off at LMHF office in locked mailbox in front of our building.
- LMHF pays the vendor directly – **up to a limit of \$500.**

Class must begin within the three months of the period in which the child won. **There will be no reimbursement for additional fees, uniforms, equipment, etc. Fees paid are for the classes ONLY.**

The vendor must be approved by LMHF. Invoice must be submitted by the vendor directly to LMHF and include the detail of the class activity, date and period of time of the class, total three-month price and child’s name & age. **The vendor must have a 9-digit Employer Identification Number (EIN) and submit a completed and signed IRS Form W-9. Payment will be made directly to the vendor. At no time will the member/parent be reimbursed for services.**

If you would like your child to enter the raffle, please complete the enclosed form. Make note when entry forms are due for each “Group”.

<u>Beginning Date of Class</u>	<u>Class Period</u>	<u>Entry Form Due Date</u>
Group 1	Jan 2024 – March 2024	December 15, 2023
Group 2	April 2024 – June 2024	March 15, 2024
Group 3	July 2024 – September 2024	June 15, 2024
Group 4	October 2024 – December 2024	September 15, 2024