

SARANAC LAKE VOLUNTARY HEALTH ASSOCIATION, INC.
81 MAIN STREET, SUITE 3
SARANAC LAKE, NY 12983
891-0910

Dear Friend:

Enclosed is an Application for Dental Assistance, Program Guidelines/Patient Responsibilities and Notice of Privacy Practices. Page 1 of the Program Guidelines/Patient Responsibilities and pages 1-3 of the Privacy Practices are yours to keep. The applicant/guardian signature is required on the acknowledgement sheets and the completed application(s). Please return the required documentation along with verification of income in the enclosed, pre-addressed envelope. Unless you have a dental problem, you will likely begin with an exam, x-rays, and cleaning. The participating dentists in the area are: Tri Lakes Center for Dentistry, John D. Murray, High Peaks Dental, AMC Dental Clinic and David Balestrini.

Once I receive your paperwork I will contact the dental office you indicate on the application for the appropriate fees related to your dental need. Your application will be reviewed by two of our dental committee members and a decision will be rendered. However, if your treatment plan is for \$1,000 or more you will be required to meet with two of our committee members usually after 5 pm. You will be required to bring two years income tax records, proof of wages/salaries and bank statements including checking and savings to the interview. In this case, once I receive your treatment plan and completed application, I will contact you to schedule the interview. I will notify you and the dental office in writing of the decision rendered. If approved, you may then call the dental office directly to make your appointment(s).

If you need further treatment, with your permission, the dental office will send a treatment plan to the Saranac Lake Voluntary Health Association (SLVHA) office and you will need to complete another application for assistance. Each treatment needs a new application and it will be processed in one of the above manners.

Please don't hesitate to contact me Monday – Friday from 9 a.m. to 1 p.m. at 891-0910 if you have any questions.

Best regards,

Brenda Reeve
Executive Secretary

Enc.