



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, 3786 Broadway Street, Cheektowaga 14227, 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, 3786 Broadway Street, Cheektowaga 14227, 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

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.**

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	Sep 2022 – Nov 2022	July 15, 2022
Group 2	Dec 2022 – Feb 2023	October 15, 2022
Group 3	March 2023 – May 2023	January 15, 2023
Group 4	June 2023 – Aug 2023	April 15, 2023