

Procedures for Sight Services & Hearing Aid Assistance

1. Applicant should contact a Lions Club in their area. *A list of Lions Clubs and their contact information is provided on the Mainelions.org website.*
2. If no club is in the applicant's area they may contact MLS&HF for eyeglasses or hearing aid(s).
3. Coordinator sends SS&HA Application for Assistance form to Applicant.
4. Applicant returns completed form to Coordinator.
5. Coordinator reviews eligibility
 - a. Eligibility is defined as an income/debt ratio less than 300%.
 - b. If FPL is greater than 300% Coordinator may request review with the Foundation President.
6. Coordinator - will call service provider to review the Foundation process to ensure they are aware that we will provide a basic set of eye glasses, eye exam, or refurbished hearing aid(s).
7. Coordinator - will contact the applicant and advise approval for assistance and that they will need to contact their service provider to set up appointment for services (eye exam, eye glass fitting, hearing aid(s) fitting)
8. Service Provider - will fax the itemized invoice (resulting from exam/fitting) to the Coordinator.
9. Coordinator – If invoice is approved will call Service Provider with PO#.
10. Coordinator - will email Foundation Treasurer the Vendor Contact information, PO #, Invoice Number, Patient ID Number, or Account Number, and amount to be paid.
11. Foundation Treasurer will mail check to the Service Provider and email Coordinator with Check # and Date for SS&HA program tracking purposes.
12. Applicant - once fitting or exam is complete the applicant will contact the Coordinator acknowledging that the service or item provided satisfies their need.