DEFINITIONS:

Current Treatment: **Definition:** Current treatment is when you are receiving chemo, radiation, awaiting your surgery or recently post surgery. You are in current treatment because you have recently been diagnosed and going through the treatment the doctor is assigning to you. Your doctor will have a form that he or she will have to complete to advise to the PRR that you are in "Current" treatment.

- If you are on maintenance hormonal therapy and/or no longer have a diagnosis of breast cancer you are not in the current treatment definition. This program is an immediate care program for those that have been recently diagnosed and may or may not be receiving help from insurance yet for their medications or bills that are starting to come in.

Applicant or Patient: **Definition:** An applicant or patient is the person that is diagnosed and seeking the help form Pink Ribbon Riders. Not the spouse or friend. The actual person going through the diagnosis for breast cancer.

U.S. Citizen: **Definition:** You are a citizen of the United States of America because you were born in the USA and you have a birth certificate or U.S. passport to prove so. Or you were born in another country and you have applied and passed the US citizenship paper work and now hold documents from the US government for citizenship. You are not a "temporary" resident. Even if you have lived in the U.S. for 10 or 20 or more years you must be able to prove U.S. citizenship.

EXPLAINATION OF REQUIRED DOCUMENTATION NEEDED:

You can start collecting these even if we are in a closed period to get a jump start.

1. **One bill -** A bill that shows a financial obligation due. This can be a medical bill, mortgage statement, rent, utility bill, etc. DO NOT send more.
   Preferred: Medical Bill related to your diagnosis: Do you have a bill that is not covered by insurance or shows a balance of what you will owe out of pocket? Send just the top page of that bill.
   Accepted: Mortgage payment, rent statement, utility bill, car payment, past due bill, etc
   .
2. **Driver's License / State ID -** You will be asked to send us a copy of your driver's license proving you reside in one of the states assistance is provided in (MI, NY, MN, WI, WY).

3. **Proof of U.S. Citizenship –** This is required upon us by our government so that we can help you. Send only a copy. See the application for full details of what is accepted or not. Example: A copy of your passport, state/government issued birth certificate, U.S. naturalization certificate

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4. **Doctor's letter OR treatment standard form –** In Part 2 of the application, you will receive a form that you will take to your doctor with instructions so he or she can write a letter for you **OR** the treatment standard form which they can complete.

   YOU will need to EMAIL this to us with your other required items. DO NOT LET THEM SEND IT SEPERATELY.

5. **Proof of Income -** You will be asked for a proof of income. This is for you, not your household. We do not base the giving on how much or how little you make. We want to help who is in need regardless of income. But we do need to be fair to all those that are applying and one persons need maybe greater than another at the moment. So based on the "need" and not income, PRR will sometimes have to look at your proof of income to decide if you get help over another person. Example: Please send a copy of: paycheck stub, unemployment stub, medical unemployment acceptance letter, social security disbursement check. More details will be found in your Part 3 of application.

6. **Page 1 of Part 2 -** You will need to submit page 1 of part 2 of the application, completed with your signature.

STEPS TO APPLY:

1. Visit www.pinkribbonriders.com to complete the online portion during an open period. If we are not open, start collecting the items you will need.
2. Check your email once you have completed Part 1 online. You will automatically receive an email from us within minutes with Part 2 of the application.
3. Print out part 2 of the application.
4. Fill out Part 2 of the application.
5. Collect the 6 pieces documentation listed above.
6. Once you have all 6 items listed above, email them to assistance@pinkribbonriders.com with subject line: YOUR NAME – PA application.
7. Next, unfortunately there is a wait period once you submit your items. We will contact you once we have everyone's applications and they have been reviewed. It normally takes a couple weeks after the deadline date for us to notify you.
8. Due to the large volume of applications received, we cannot respond to individual requests for application status updates.
9. REMINDER - USE YOUR EMAIL address for communication - not a family, friend, or nurse navigator's, we need to communicate with you and only you!
10. INCOMPLETE APPLICATIONS WILL BE DENIED.