Dear Applicant:

The following pages are the Donated Dental Services (DDS) Program Application.

**ELIGIBILITY:**

Dentists in your state have volunteered to provide free dental care.

If you have a permanent disability, or are over 65 years old, or are medically compromised and do not have enough money to pay for dental care, you may qualify for free treatment through the DDS program.

**COST:**

If you qualify, you may not need to pay for anything. From time to time, people who can pay for part of their care may be asked to do so, like when laboratory work is needed.

**DENTAL BENEFITS:**

If you have dental insurance (even through Medicaid), you will need to use that first. Please provide a copy of your dental coverage and/or a letter of denial with your application.

**APPLICATION PROCESS:**

**Step One**
Fill out the entire application the best that you can. Do not leave any sections blank. If you are disabled, please include proof of disability (e.g., SS Award Letter) with your application.

**Step Two**
When we get your application, we will decide if you appear eligible for the program. If so, we will put you on the waiting list in the order your application was received. If you are not eligible, we will send you a letter of denial.

*The wait will be several months or can be over a year in some areas.* We cannot return phone calls about where you are on the waiting list.

**Step Three**
When your application comes to the top of the waitlist, DDS will contact you and go over the application with you. If you are eligible, you will be referred to a volunteer dentist. If a volunteer agrees to see you, you will schedule an appointment. **Final acceptance** will be made **after** the first appointment with the dentist.

We are sorry you are having a dental problem. We hope the Donated Dental Services (DDS) program may be of some help.

Sincerely,

DDS Program Coordinator

Please keep this page for your records.
Frequently Asked Questions and Answers

1. I have questions about how to fill out the application; who can I call?
   - Do your best to complete as much as you can. Remember to sign page 4 of the application. When you are on top of the waitlist, we will call you to review your application together.

2. How will I know if you received my application?
   - A postcard will be mailed to you within a month of your application being received.

3. How can I find out where I am on the waitlist or how long do I have to wait?
   - I am sorry we are unable to answer this question. The waitlist is based on the number of volunteers in your area and how many people are already waiting for services.

4. I have a dental emergency, can you help?
   - We do NOT offer emergency treatment for a couple of reasons: First, we have a waitlist. Second, even if you become a patient in the program, it could take 4 weeks or longer to find you a dentist.

5. How far will I have to travel?
   - We will try to send you to a volunteer who is close to where you live.

6. Where do I send my completed application?
   - The mailing address and fax number are on page one (1) at the top left corner.

7. Who pays the dentists?
   - Dentists are not paid by anyone. They have agreed to donate their time to treat our patients.

8. What kind of dental work can I get through the DDS program?
   - The dentist will come up with the treatment plan. The goal is to make sure you are pain-free and able to eat properly.
   - The DDS program does not typically provide dental implants.

9. Is there an income limit to get help?
   - The program is here to help people who cannot afford the treatment they need. Each application will be reviewed to decide whether you qualify for dental care. If you believe you cannot afford your dental care, please apply.

10. What should I write in the Referral Agency Section?
    - Please give the name of the agency that gave you the application or the name of the agency that you go to for services; such as dialysis clinics, human services organizations, aging services, etc.

11. What does “Medically Triage” mean?
    - If you check “Yes” to one of the questions on page one (1) of the application, you could be “medically triage.” This means your dental needs may be affecting your health.

12. Who can fill out the Medical Triage form?
    - Please take the Medical Triage form to your treating physician or nurse.

13. Can I choose the dentist I go to?
    - No. We match you with a dentist from the program who is located near where you live.
APPLICATION FOR DONATED DENTAL SERVICES (DDS) PROGRAM

Donated Dental Services (DDS)
P.O. Box 4266
Topeka, KS 66604
Fax: (785) 273-1542

For Internal Use Only:

Application ID: ___________________ Date entered: ___________________
Circle One: C D T Date: _______________________

Date of application:____________________

APPLICANT INFORMATION

Name: ___________________ Phone: (_____) _____________________(home)
Address: ___________________ Phone: (_____) _____________________(cell)
City: ___________________ State: _______ Zip Code: _______ County: __________
Email Address:

Date of birth:_________ Age: _______ Male: ☐ Female: ☐ Military Veteran: ☐ (Include copy of DD 214)
Marital status: Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated ☐
Emergency Contact (relative, friend, etc.):________________________
Phone: (_____) _____________________ Relationship to you: _____________________

Have you received services through the DDS program before? Yes ☐ No ☐ If yes, in which state? __________
How did you hear about the DDS program? _______________________________

MEDICAL INFORMATION (if you answer yes to any of the questions below please take page 6 of this application to
your doctor and have them fill it out. Attach the completed form to your application when you submit it)

Do you have an artificial heart valve and/or stent? Yes ☐ No ☐ Do you have osteoporosis? Yes ☐ No ☐
Do you receive treatment for heart problems? Yes ☐ No ☐ Do you have rheumatoid arthritis? Yes ☐ No ☐
Are you currently on dialysis? Yes ☐ No ☐ Do you have Lupus? Yes ☐ No ☐
Do you have a current dental infection? Yes ☐ No ☐ Do you have Multiple Sclerosis? Yes ☐ No ☐
Have you ever had an organ transplant? Yes ☐ No ☐ Do you take Clozaril? Yes ☐ No ☐
Are you currently being treated for cancer? Yes ☐ No ☐ Do you have Crohn’s disease? Yes ☐ No ☐
Do you have an artificial joint or other orthopedic hardware? Yes ☐ No ☐
Have you taken any of the following medications; Boniva, Prolia, Fosamax, Reclast, Actonel, Interferon? Yes ☐ No ☐

Major Disabilities or Health Problems (Please explain in as much detail as possible; include date diagnosed, symptoms,
treatment, etc.):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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Primary Physician's name: ____________________________
Phone: (_____) ____________________________ Fax: (_____) ____________________________

Do you use a:  Wheelchair: [ ] Cane: [ ] Walker: [ ] Scooter: [ ]
Do you require wheelchair access?  Yes: [ ] No: [ ]

DENTAL INFORMATION
Briefly describe your dental problems: ________________________________________

How many natural teeth do you have remaining?:  # of Upper Teeth: ______ # of Lower Teeth: ______
Name of last dentist: ____________________________ Phone: (_____) ____________________________
Approximate date of last dental visit: ____________________________
How will you get to dental appointments? ______________________________________
Please list other cities or how far you are willing to travel in order to get dental treatment: ______________________________________

REFERRING AGENCY or AGENCY THROUGH WHICH YOU RECEIVE SERVICES
Agency name: ____________________________
Name of caseworker: ____________________________ Phone: (_____) ____________________________
Address: ____________________________ Fax: (_____) ____________________________
City: ____________________________ State: ______ Zip: ______

HOUSEHOLD FINANCIAL INFORMATION
Number of people in your household: ______
Name of each person in the household: Age: Relationship to you: Monthly Income:
__________________________________________  ______  ____________________________  ______
__________________________________________  ______  ____________________________  ______
__________________________________________  ______  ____________________________  ______
__________________________________________  ______  ____________________________  ______

MONTHLY HOUSEHOLD INCOME:
Are you able to work?  Yes: [ ] No: [ ]
If no, please explain why: ______________________________________
If you are employed, place of employment: ____________________________
Your monthly employment income: $ ______
Is your spouse/significant other employed?  Yes: [ ] No: [ ]
If no, please explain why: ______________________________________
If they are employed, Place of employment: ____________________________
Spouse's/significant other’s monthly employment income: $ ______
FINANCIAL ASSISTANCE:

SSI or SSDI Payments (*Provide copy of Award Letter*):
Monthly amount: $__________ Year benefit began: _________

Social Security (retirement):
Monthly amount: $__________ Year benefit began: _________

Unemployment/Workers Compensation:
Monthly amount: $__________ Year benefit began: _________

Temporary assistance to needy families (TANF):
Monthly amount: $__________ Year benefit began: _________

Other Public Assistance: $__________ Year benefit began: _________

**TOTAL Monthly Household Income:** $_________________

If you are not receiving disability, have you ever applied? Yes: ☐ No: ☐ Date Applied: _________

Total value of savings: $__________

Pension:
Monthly amount: $__________

Type of investments/assets: _______________________________

Total value of investments/assets: $__________

Do you receive Food Stamps? Yes: ☐ No: ☐ Monthly amount: $__________

Do you receive Medicaid benefits? Yes: ☐ No: ☐

Do you receive Medicare benefits? Yes: ☐ No: ☐

Do you have a Medicare Advantage Plan? Yes: ☐ No: ☐

Do you have dental insurance? Yes: ☐ No: ☐

(If Yes, *Provide copy of Dental Benefits*)

**MONTHLY HOUSEHOLD EXPENSES:**

Housing: $__________ Own: ☐ Rent: ☐ Taxes: $__________ Homeowner’s insurance: $__________

Utilities: $__________ Phone: $__________ Cable/Internet: $__________

Groceries (food, paper, laundry, personal care): $__________ Credit card/Loan payments: $__________

Medications/Medical Costs: $__________ Out of pocket health insurance: $__________ Life/Burial insurance: $__________

Is there a car in the household? Yes: ☐ No: ☐

If yes, make: ___________ model: ___________ year of car: ___________

Car payment: $__________ Car insurance/Car expenses/Gas: $__________ Other Transportation costs: $__________

Other Monthly Expenses: _______________________________

Total Monthly Household Expenses: $_________________

Are any family members able to contribute to costs of your dental treatment? Yes: ☐ No: ☐

If yes, please explain: _______________________________

Are any other sources available to help pay for dental care
(i.e. churches, service organizations, other agencies, etc.)? Yes: ☐ No: ☐

If yes, please explain: _______________________________

**ADDITIONAL INFORMATION:**

Use this space to elaborate on any information not sufficiently explained in other areas:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Page 3 of 6 Name: __________________________
AGREEMENT
Please read the following statements
If you understand and agree to the conditions please sign and date the form below

Agreement – Release of Information
a) I understand that I will need to provide personal information that includes but, is not limited to medical, dental, and financial condition. I authorize the DDS program to obtain information from, and share information with my physician(s), dentist(s), contact people I listed, and/or government or private agencies in order to determine my eligibility for the DDS program.

b) I understand information provided by me or others as noted above may be given only to the volunteers involved in my treatment and will be held confidential. I authorize the DDS program to share information with and obtain information about me with one or more dentist(s) volunteering in the DDS program.

c) I understand if my disability is AIDS or HIV related, I authorize the DDS program and Dental Lifeline Network • Kansas to release information about my AIDS or HIV-related medical condition to one or more volunteer dentists in the DDS program and hold Dental Lifeline Network • Kansas harmless for doing so.

d) I also understand that I have a right to revoke this consent at any time except to the extent that the person who is to make the disclosure has already acted in reliance on it. Furthermore, this consent will expire at either the termination or completion of my treatment through the DDS program.

Eligibility & Treatment Understanding
a) I realize that my application to the DDS program does not assure I will be referred for an examination or that I will be accepted as a patient following an examination. I understand that Dental Lifeline Network • Kansas, which coordinates the DDS program, will determine whether I am eligible for the program and, if so, will try to refer me to a participating volunteer dentist. I further understand that the dentist, not the organization, is solely responsible for diagnosis and any possible treatment that I might receive for my dental needs.

b) I understand that the dentist(s) has volunteered to treat my existing dental condition only and is not obligated to provide donated care in the future or to maintain me as a patient.

c) I understand that a volunteer dentist in the DDS program may discontinue providing services to me at any time upon reasonable notice provided to me. I understand that, after receiving such notice, I am responsible for obtaining the services of an alternate dentist. I also understand that the Dental Lifeline Network • Kansas has no responsibility to assist me in obtaining the services of an alternate dentist.

My Responsibilities
a) I agree to find and obtain reliable transportation to and from all dental appointments. Also, I agree to arrive on time to all of my appointments and will make every effort to arrive 15 minutes early prior to the time of my appointment.

b) I agree to keep all appointments unless I have a serious emergency and rescheduling is unavoidable. If I have an emergency and I am unable to keep an appointment, I will follow the dentist's policy regarding cancellation and call the dentist's office to cancel my appointment at least 24-48 hours in advance. I understand that if I miss an appointment without calling in advance or reschedule or cancel more than one appointment, I may be terminated from the DDS program.

c) I shall not ask the DDS volunteer dentist for pain medication and understand that medications will only be supplied or prescribed to me by the dentist when it is absolutely necessary and at the dentist’s discretion.

To the best of my knowledge, the information provided in this application is a full and accurate disclosure of my current physical, medical, and financial status and I agree to the terms and conditions stated above:

Signature of client or client’s guardian (if applicable): ____________________________________________ Date: _____ / _____ / _____

Printed name of client: ___________________________________________ Date: _____ / _____ / _____

This form must be signed and dated prior to acceptance into the DDS program

Page 4 of 6
Photo and Information Consent Form (Optional)

I authorize Dental Lifeline Network • Kansas to use my name, information, statements, or photograph for public relations purposes, and to attribute my statements to me as an expression of my personal experience. I understand that this information may be used in dental journals, website(s), media articles, advertisements or other marketing materials that promote the programs of the organization and encourage involvement from dental professionals and funders. I also agree that no material needs to be submitted to me for any further approval, and I give the organization the right to copyright such material if necessary. I understand that if I don't grant this permission, it will not affect my eligibility for receiving services through Donated Dental Services (DDS).

Signature of client: _______________________________ Date: __________

Signature of client's guardian (if applicable): ______________________ Date: __________
**Medical Necessity of Dental Care:**

Given medical circumstance(s), are you concerned the person’s dental condition poses a significant risk of increased morbidity?

- **Yes***  
  - If yes, please grade risk:
    - Moderate, needs dental care completed within six to twelve months
    - Severe, needs dental care within three to six months
    - Urgent, present status an unacceptable risk to overall care (i.e., abscesses, osteomyelitis)

**Medical Condition (please check all applicable lines):**

- Sepsis concerns because patient is immunocompromised by:
  - Disease(s) (specify)
  - Immunosuppressant / Cytotoxic drugs (specify)
- Infection of existing or planned orthopedic prosthesis / hardware
- Infection of existing or planned implanted vascular / valvular / cardiac devices
- Recipient of or candidate for organ transplant (type | Date of Transplant: ___ / ___ / ___)
- Poorly managed diabetes (date and level of last A1C)
- History of endocarditis, valvular heart disease
- History or current use of bisphosphate drugs for cancer, osteoporosis (clarify if such drugs are
  - Planned,  
  - Currently being used,  
  - Completed (year discontinued)
- Recurrent pulmonary complications (infection, COPD, aspiration)
- Planned surgical, endoscopic, or intubation being postponed because of brittle / loose / infected teeth
- Dysphagia related to (disease) risking aspiration because of missing teeth and impaired mastication
- Serious risk that severe dental infection may create abscesses / dissecting cellulitis
- Patient requires recurrent use of antibiotics and/or opioid drugs because of unresolved dental infections
- Other

**Oral Condition (please check applicable line):**

- Mild (no obvious decay or periodontal infections)
- Moderate (obvious decay and/or periodontal disease but not extreme)
- Severe (rampant decay; teeth fractured and/or mobile, significant periodontal inflammation
- Other; please describe

**Please Return to:**