In response to your recent inquiry about the availability of free or low-cost Orthodontic care, we are pleased to provide the following information about the Donated Orthodontic Services (DOS) program in the states of Indiana, Illinois, Kansas, New Jersey, and Rhode Island (or the South Attleboro, Seekonk, or Swansea areas of Massachusetts).

Orthodontists throughout these five states have volunteered to provide orthodontic care to children who, because of lack of adequate family income, cannot afford needed orthodontic care.

**ELIGIBILITY**

- Patient must reside in Indiana, Illinois, New Jersey, Kansas, Rhode Island (or the South Attleboro, Seekonk, or Swansea areas of Massachusetts).
- Patients must be between the ages of 8-18.
- Patients cannot already be in braces or in between phases of orthodontic treatment.
- Patients must be receiving regular dental care and have good oral hygiene.
- Total family income must be below 200% of federal poverty level.
- Patient must be ineligible for orthodontic treatment through insurance or public aid.
- If determined eligible after the initial visit with the volunteer orthodontist, a coordination fee of $200 applies.

**APPLICATION PROCEDURES**

**STEP ONE:** Please complete, sign and return the enclosed application, along with a copy of the items below:
- Last year’s federal tax return for the household or Social Security awards letter.
- Completed dentist referral form that is enclosed; to be completed by the child’s regular dentist.
- A letter from the child explaining why he/she wants the braces and how he/she intends to care for them.

**STEP TWO:** You will be notified when your application is received and any items that are missing. You will then be placed on our waiting list. Waiting lists vary anywhere from 3-18 months, depending on the area.

**STEP THREE:** When your application comes up for review, a referral coordinator will call to obtain any additional required information (those who do not qualify will be told so during the call).

**STEP FOUR:** The referral coordinator will share the information about the patient who is tentatively accepted with a volunteer orthodontist.

**STEP FIVE:** You will be notified of the orthodontist’s name and phone number and you will be responsible for scheduling an appointment for an examination. **FINAL ACCEPTANCE** into the program will only be made after the clinical examination when the specific treatment needs are established.

**STEP SIX:** Applicants determined eligible will be responsible for a fee of $200 to Donated Orthodontic Services (DOS). This money does not go to the orthodontist, as he/she is solely volunteering his/her time. This fee covers processing applications and the coordination of care. The fee will be collected after the child has seen the orthodontist and is determined eligible for the program.

Upon receipt of your application, it will be placed on a waiting list. Please be patient; due to program limitations, we are not able to process each application as soon as it is received. The referral coordinator will contact you when your application comes up for review.
APPLICATION FOR DONATED ORTHODONTIC SERVICES (DOS) PROGRAM

DONATED ORTHODONTIC SERVICES
1800 15TH STREET, SUITE 100
DENVER, CO 80202
(866) 201-5906
(303) 534-5290 - FAX

APPLICANT

CHILD’S NAME: ________________________________

PARENT OR GUARDIAN’S NAME: ____________________ PHONE: ____________________

ADDRESS: ____________________________________ PLEASE CIRCLE: MALE FEMALE

CITY, STATE, ZIP: _______________________________ COUNTY: ____________________________

CHILD’S DATE OF BIRTH: _________________ AGE: _______ PREFERRED FORM OF COMMUNICATION

EMAIL ADDRESS: ________________________________

HOW DID YOU HEAR ABOUT THE DOS PROGRAM? ____________________________________________

CONTACT PERSON (RELATIVE, FRIEND, ETC.):

NAME: ________________________________ PHONE: ____________________

RELATIONSHIP TO CHILD: ________________________________

NUMBER OF PEOPLE IN CHILD’S HOUSEHOLD: _______

NAME OF EACH PERSON | AGE | RELATIONSHIP TO CHILD

|_______________________|_______|_______________________|
|_______________________|_______|_______________________|
|_______________________|_______|_______________________|
|_______________________|_______|_______________________|
|_______________________|_______|_______________________|
|_______________________|_______|_______________________|
|_______________________|_______|_______________________|
|_______________________|_______|_______________________|

For Internal Use Only: Requested Received

Tax/ Income Verification: ________________ ________________

Dentist Referral Form: ________________ ________________

Letter from Child: ________________ ________________
FINANCIAL INFORMATION

HOUSEHOLD MONTHLY INCOME:

PARENT OR GUARDIAN #1 ______________

ARE YOU EMPLOYED? ___ YES ___ NO  PLACE OF EMPLOYMENT: ______________________________________

YOUR MONTHLY WAGES: $ ______________________

PARENT OR GUARDIAN #2 ______________

ARE YOU EMPLOYED? ___ YES ___ NO  PLACE OF EMPLOYMENT: ______________________________________

YOUR MONTHLY WAGES: $ ______________________

ARE THERE ANY OTHER SOURCES OF INCOME FOR YOUR HOUSEHOLD, SUCH AS SOCIAL SECURITY, SSI, TANF, UNEMPLOYMENT, CHILD SUPPORT, ETC.)? IF SO, PLEASE INDICATE BELOW

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

TOTAL MONTHLY HOUSEHOLD INCOME FROM ALL SOURCES: $ ______________________

TOTAL VALUE OF CHILD’S & PARENT(S) SAVINGS: ______________________________________

TOTAL VALUE OF CHILD’S & PARENT(S) INVESTMENTS: ______________________________________

PARENT OR GUARDIAN MUST SUBMIT A COPY OF LAST YEAR’S FEDERAL TAX RETURN OR SSI AWARDS LETTER WITH THIS APPLICATION

DOES THE CHILD RECEIVE MEDICAID BENEFITS? ___ YES ___ NO  MEDICAID # ______________________

DOES THE CHILD HAVE DENTAL INSURANCE? ___ YES ___ NO

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DENTAL NEEDS
BRIEFLY DESCRIBE THE CHILD’S DENTAL NEEDS: __________________________________________

DOES YOUR CHILD HAVE A DENTIST? ____________________________

IF YES, NAME OF DENTIST: ____________________________ PHONE#: ____________________________

DATE OF LAST DENTAL VISIT: ____________________________________________

HAS A DENTIST RECOMMENDED BRACES FOR YOUR CHILD? ____________________________

DO ANY OTHER MEMBERS OF YOUR FAMILY HAVE BRACES, RECEIVE ORTHODONTIC CARE, OR RECEIVED CARE IN THE PAST? ____________________________ IF SO, WHEN? ____________________________

HOW WILL YOU ENSURE YOUR CHILD GETS TO DENTAL APPOINTMENTS? ____________________________

PLEASE LIST OTHER TOWNS YOU CAN GET TO: ____________________________, ____________________________, ____________________________, ____________________________, ____________________________, ____________________________, ____________________________, ____________________________, ____________________________, ____________________________

ADDITIONAL INFORMATION
Use this space to elaborate on any information not sufficiently explained in other areas.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Parent or guardian must be willing to adhere to Donated Orthodontic Services rules; the patient must:

• Have regular dental visits during the course of orthodontic treatment;
• Maintain good oral hygiene;
• Keep all regularly scheduled appointments
• Take proper care of all orthodontic appliances;
• Comply with all instructions given by orthodontist

I have read the above expectations and if applicant is selected to be a patient in the program, I will ensure that the conditions above are met.

Signature of parent or guardian: ____________________________________________ Date: __________

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(Please also sign the release on page 4)

Please read the following statements. If you understand and agree to the conditions, please sign and date the form at the bottom.
I understand that I will need to provide personal information that includes but is not limited to medical, dental, and financial condition.

I give my consent for the referral coordinator to obtain information from my child’s physician, dentist, contact people I listed, and/or government or private agencies in order to determine their eligibility for the DOS program.

I understand information provided by me or others as noted above may be given only to the volunteers involved in my child’s treatment and will be held confidential.

I give permission for the referral coordinator to share information about my child with one or more volunteer dentists in the DOS program.

I realize that the application to the DOS program does not assure my child will be referred for an examination or that they will be accepted as a patient following an examination.

I understand that Dental Lifeline Network, which coordinates the DOS program, will determine whether my child is eligible for the program and, if so, will seek to refer my child to a participating volunteer dentist. I further understand that the dentist, not Dental Lifeline Network, is solely responsible for diagnosis and any possible treatment that my child might receive for their dental needs.

I understand that the dentist(s) have volunteered to treat my child’s existing dental condition only and are not obligated to provide donated care in the future or to maintain my child as a patient.

I understand the importance of keeping all scheduled appointments. Failure to do so, without at least 24 hour notice to the dentist, can and will disqualify my child from obtaining further treatment through the program.

To the best of my knowledge, the information provided on this form is a full and accurate disclosure of my current physical, medical, and financial status.

Signature of parent or guardian: ____________________________ Date: _________

Signature of person referring (if applicable): ____________________________ Date: _________

Optional Photo and Information Consent Form
"I give permission to Dental Lifeline Network to use my child’s 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 Dental Lifeline Network 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 Dental Lifeline Network the right to copyright such material if necessary. I understand that if I don’t grant this permission, it will not affect my child’s eligibility for receiving services through Donated Orthodontic Services (DOS)."

Signature of parent or guardian: ____________________________ Date: _________
1. Donated Orthodontic Services (DOS) provides for orthodontic treatment only. Extractions, dental cleanings, oral surgery, periodontal therapy, and any other treatment that may be necessary before, during, or after orthodontic treatment are the financial responsibility of the patient’s parents or legal guardians. This treatment may be sought through public aid as well.

2. If your child has cavities or periodontal disease (gum disease), these conditions must be completely remedied before orthodontic treatment begins.

3. Your child must have a general dentist, who must verify that all necessary dental treatment has been completed before orthodontic treatment begins. In addition, your child must maintain regular dental appointments and cleanings during orthodontic treatment.

4. During the course of treatment, if your child does not brush and floss their teeth properly, cavities can form around the braces. If your child does not maintain proper oral hygiene or if cavities form which are not remedied, the treating orthodontist has the option to remove the braces and end the orthodontic treatment. Your child will then be dismissed from the DOS Program.

5. If your child is accepted into the DOS Program, orthodontic treatment will be provided by the assigned orthodontist only. If you move away from the treating orthodontist, the DOS Coordinator will attempt to find your child another treating orthodontist; however DOS cannot guarantee that this will be possible. If you move before the orthodontic treatment finishes and DOS is unable to find a new orthodontist, you must advise your treating orthodontist and make any arrangements necessary to complete treatment, including finding a new orthodontist, which will become your financial responsibility, or having the current orthodontist remove the braces.

6. Regular orthodontic appointments are necessary to make sure the teeth move as expected and no unwanted movement occurs. Most of these appointments will be during school hours. It is your responsibility to make sure that all of the scheduled appointments are kept. Failure to maintain regularly scheduled appointments on a continued basis is grounds for the treating orthodontist to remove the braces and end the orthodontic treatment.

7. You and your child must completely follow the treatment plan recommended by your orthodontist, which will be explained to you before orthodontic treatment begins. If you fail to follow the treatment plan, the treating orthodontist has the option to refuse to continue treatment, to remove the braces, and to end the orthodontic treatment.

8. During the course of orthodontic treatment, your child must cooperate with the assigned orthodontist. Failure to cooperate fully with the orthodontist or to maintain proper behavior so that the treatment can be delivered can result in the orthodontist refusing to continue orthodontic treatment until the improper behavior is corrected or removing the braces and ending treatment.

9. Broken appliances or loose brackets and bands can cause damage to the teeth and the rest of the mouth. Your child must take special care not to eat hard or sticky foods or pull on the braces. If there is frequent damage to the braces, the treating orthodontist has the option of removing the braces or charging you to repair the damage, which is not covered by the DOS Program.

10. One retainer, which is necessary to keep the teeth from shifting, will be provided as part of orthodontic treatment at no charge. If the retainer is damaged or lost, you will be charged for a replacement retainer.
Dear Dentist:

Please complete the following orthodontic referral for the Donated Orthodontic Services (DOS) program.

Date: _______________           Dentist Name: __________________________________

Dentist Phone Number: ____________________________

Patient Name: __________________________________________ Date of Birth: ___________

Date of Last Appointment: ________________

How often are they seen in your office: __________________________

Is Patient in need of orthodontic treatment?  ____Y  ____N

Description of current condition:

**Malocclusion:**

<table>
<thead>
<tr>
<th></th>
<th>Class I</th>
<th>Class II</th>
<th>Class III</th>
</tr>
</thead>
</table>

**Spacing:**

<table>
<thead>
<tr>
<th></th>
<th>Mild ≤ 3mm</th>
<th>Moderate 4-6mm</th>
<th>Severe ≥ 7mm</th>
</tr>
</thead>
</table>

**Crowding:**

<table>
<thead>
<tr>
<th></th>
<th>Mild ≤ 3mm</th>
<th>Moderate 4-6mm</th>
<th>Severe ≥ 7mm</th>
</tr>
</thead>
</table>

**Overjet:**

<table>
<thead>
<tr>
<th></th>
<th>Normal</th>
<th>Moderate 2-5mm</th>
<th>Severe ≥ 6mm</th>
</tr>
</thead>
</table>

**Crossbite:**

<table>
<thead>
<tr>
<th></th>
<th>None</th>
<th>Anterior</th>
<th>Posterior</th>
</tr>
</thead>
</table>

**Overbite:**

<table>
<thead>
<tr>
<th></th>
<th>Normal</th>
<th>Moderate (50-75%)</th>
<th>Severe &gt; 75%</th>
<th>Open Bite</th>
</tr>
</thead>
</table>

**Misalignment:**

<table>
<thead>
<tr>
<th></th>
<th>None</th>
<th>Mild</th>
<th>Moderate</th>
<th>Severe</th>
</tr>
</thead>
</table>

Description of Dentition: _______ Primary _______ Mixed _______ Permanent

Does Patient have good oral hygiene? _____ Y _____ N

Caries free? ____ Y ______ N

Does the family keep appointments? _____ Y _____ N

Is the child motivated to receive orthodontic treatment? __________________________________

Comments:

Signature: ______________________________