Dear Adopt-a-Family Participant,

First, let me start by saying Thank you! The team at the Nevada Childhood Cancer Foundation (NVCCF) works year-round to assist families whose children are stricken with life threatening illnesses and help them prepare and cope with the changes that ensue. Your participation in this program is not only welcomed and appreciated, but I can guarantee it will make all the difference in the world to those we serve in the community.

Each year NVCCF adopts out over forty families in the community who have been financially devastated by their child’s illness and the medical costs that come with it. This becomes especially difficult during the Holiday Season. This year you have the chance to make an incredible, positive difference in the life of a child and their family.

After much review and feedback from our community, we have made some changes to our program in 2023. Specifically, this year, adoptions will be limited to the diagnosed child and immediate siblings living in the home only. IF donors opt to adopt the entire family, they will need to let us know so we may collect the appropriate information.

As with any growing program, we work hard to ensure that resources are utilized in the most effective way possible to ensure quality service. All donor applications are due to NVCCF NO LATER than Friday, November 3, 2023. We will work to have our kids’ wishlist to you prior to the Thanksgiving Holiday. All deliveries will need to families will need to be made the week of the 18th of December. If you would like to remain anonymous and have us make the exchange, you will need to have all wrapped and properly addressed gifts into the NVCCF office NO LATER than Wednesday, December 13th as our office will be closed the following week till the New Year.

If you have any questions and/or concerns, please feel free to contact me at the number listed below. We hope to bring many smiles to the faces of those who need it the most during this holiday season and with your time, generosity, and collaboration I know we can make this holiday season one to remember! ☺

Warm Wishes,

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Andrea Rapanos, MSW, LSW, CSW-I

Director of Patient Programs & Services

Nevada Childhood Cancer Foundation

702-735-8434 – Office

702-735-8431 – Fax

[andrea@nvccf.org](mailto:andrea@nvccf.org)

#  How are families-in-need identified & enrolled in this program?

Families are referred in several ways: social work referral, local physician(s), medical staff, self- referral, friends, and family. Families are adopted out on a first come, first serve basis after being carefully screened by our licensed Social Worker’s to determine a need for assistance through the Holiday Adopt-a-Family Program. Once the need for assistance has been identified and the recommendation made, NVCCF will cross-reference the recommendation against similar programs with other agencies in the community to keep “double dipping” at a minimum. Once confirmed, a NVCCF staff member will notify the family by phone that they have been selected to participate in this program and we will mail them their Holiday Adopt-a-Family Packet.

#  How many families can I (we) adopt?

You may adopt as many families as you can afford to. Past participants have adopted a single family and others have adopted up to 10 families. The number of families you choose to adopt is completely up to you. NVCCF asks that you be as specific as possible. **If you want one (1) family with no more than five (5) members in that family, then that is what you need to tell us**. If you’d like seven families and could care less about how many members per family, then you’ll need to specify that as well.

#  Are there exceptions?

Yes. There are times when an older sibling, aunt, uncle, or grandparent assume the role of the absent parent and become the caregiver. In those instances, and only in those instances, are donors able to decide if they will adopt all household members or stick strictly to the diagnosed child and immediate siblings.

#  What can we expect to receive from the family(ies) I (we) adopt?

You will receive a written biography of the diagnosed child and their family. Biographies tend to include a lot of detailed, personal information surrounding the circumstances of the child’s diagnosis, their treatment, and how it’s affected the family both emotionally, financially, and spiritually. When reading the biography please remember that what these families experience as a result of the child’s diagnosis can evoke some strong and passionate feelings that will sometimes come out on paper and give you a deeper glimpse into the intimate details of their lives. It is because of this that NVCCF requires **ALL** Participants to demonstrate and maintain confidentiality of any and **ALL** information shared between you and the family you adopt.

# YOU MAY OR MAY NOT RECEIVE A CHILD DIAGNOSED WITH CANCER. While

we are The Nevada Childhood Cancer Foundation, our mission statement affords our agency to see and work with children who are diagnosed with a broad range of chronic and critical illnesses.

You will also receive a list from **each child** of the family you adopt. We ask our families to be as detailed as possible when writing their list by including name, age, favorite color, clothing size, shoe size, coat size, bed size.

#  Can I (we) collect cash for our family(ies)?

Yes, you may. **You cannot gift cash** to the family directly, it should be sent to Nevada Childhood Cancer Foundation for management. Some families can have a severe financial consequence that will impede benefits in place critical to the child’s continuation of care. All donations will be restricted to the family designated. Family funds must be used by the end of the following calendar year and families are made aware of this. If necessary, the foundation reserves the right to **utilize excessive donations toward emergency assistance** for other qualified participating families.

Checks for cash donations to the family should be made out to NVCCF with the Child’s name and Family Fund (i.e., “Johnny Doe Family Fund”) in the memo line.

#  How are gifts delivered to the family?

**If you opt to remain Anonymous** and **not** participate in the delivery, you will need to bring the gifts you’ve purchased, **wrapped and properly addressed to the individual whom the gift was purchased for**, **to NVCCF** offices on **Wednesday, December 13th, 2023**. An NVCCF staff member will have the family come and pick-up their gifts. **If you would like to make the delivery yourself**, you will need to contact the adoptee directly, and set up a time and date for delivery and then let an NVCCF staffer know of that date and time for our records. **All gifts should be wrapped and addressed to the proper individual for whom the gift was purchased for.**

# All gifts will need to be delivered to the families the week of December 18th , 2023.

Please be aware that we do make every effort to match you with the appropriate family. Also, be mindful of the fact that we are deeply involved in each family’s situation and know details about their circumstance that we may not be legally able to share with you due to HIPAA. Sometimes, things look rosy on the outside, but more often than not, the struggle is very, very real on the inside of any one situation.

That said, if you are given a family that you feel does not meet your expectations, we are happy to try to find you another family. But we will only do this one time. If you choose not to adopt and would like an alternative to helping those in need, please let us know. We have families that will need holiday dinners and gift cards for gas and Walmart as many will still have to travel for treatment – even during the holidays.

 **What should I do if I have a question or concern regarding the List?**

If there are any questions and/or concerns regarding the list and any item on it, please contact **Andrea Rapanos or Nicki Klein-Richter at 702-735-8434** or at [**andrea@nvccf.org**](mailto:andrea@nvccf.org) or [nicki@nvccf.org](mailto:nicki@nvccf.org) for further discussion and/or assistance. **Please refrain from giving the family your personal contact information.**

#  Understanding of the sick & things to keep in mind…

When a child is diagnosed with a chronic or terminal illness they often experience significant physical changes that can really take its toll on their self-esteem. Treatment can cause hair loss, splotchy/flaky skin, mouth sores, weight loss/gain, fatigue, moodiness, etc… Our clients, particularly our teens, become very self-conscious and will not want someone to purchase personal items such as toiletries or clothing for them. Instead, they will often request a gift card so that they have the ability to get those personal items themselves. Some donors like to take pictures with the family when they deliver gifts to the home. While most families are happy to take a picture with you, some clients will not want to participate because of the way they look. These changes, amongst everything else that comes with their diagnosis, are very difficult for them to deal with and we ask that you respect their wishes with regards to their personal preferences. We’d also like to remind you that you may not always receive a written “Thank You” note/card from the family. Everyone has different ideas of what proper ‘Thank You’ etiquette is or should be. Sometimes a proper “Thank You” will come in the form of a hug, a handshake, tears, or simply saying “Thank You” just before you leave their home.

#  Dates & Deadlines

**Adopt-a-Family Program Opens**: **September 18, 2023**

# Last Day to request a Family: November 3, 2023

**Deliveries to be completed the week of: December 18th**

**Anonymous donors will need to have their wrapped and properly addressed gifts to the NVCCF office NO LATER than Wednesday, December 13th, 2023 by 3:00pm.**

**\*\*Any requests to adopt a family after the November 3rd deadline will not be accepted. Instead, you will be invited to contribute to the NVCCF Gift Card Program that will be utilized by ALL clients and families of NVCCF.\*\***

 **Understanding HIPAA and how it applies to this program**

Because NVCCF is considered a “covered entity” under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), we are subject the rules and regulations as outlined by this piece of legislation. The HIPAA Privacy Standards regulate the use and disclosure of individually identifiable health information. **This includes ANY and ALL information you receive on the family you’ve adopted.** The “Minimum Necessary Rule” is one of the most important and most difficult rules in the Privacy Standards. This rule states that **you must make all reasonable efforts not to use or disclose more than the minimum amount of protected health information (PHI) necessary to accomplish the intended purpose of the permitted use or disclosure**. This means that any patient/family identifiable information must **NOT** be used. If you are resourcing

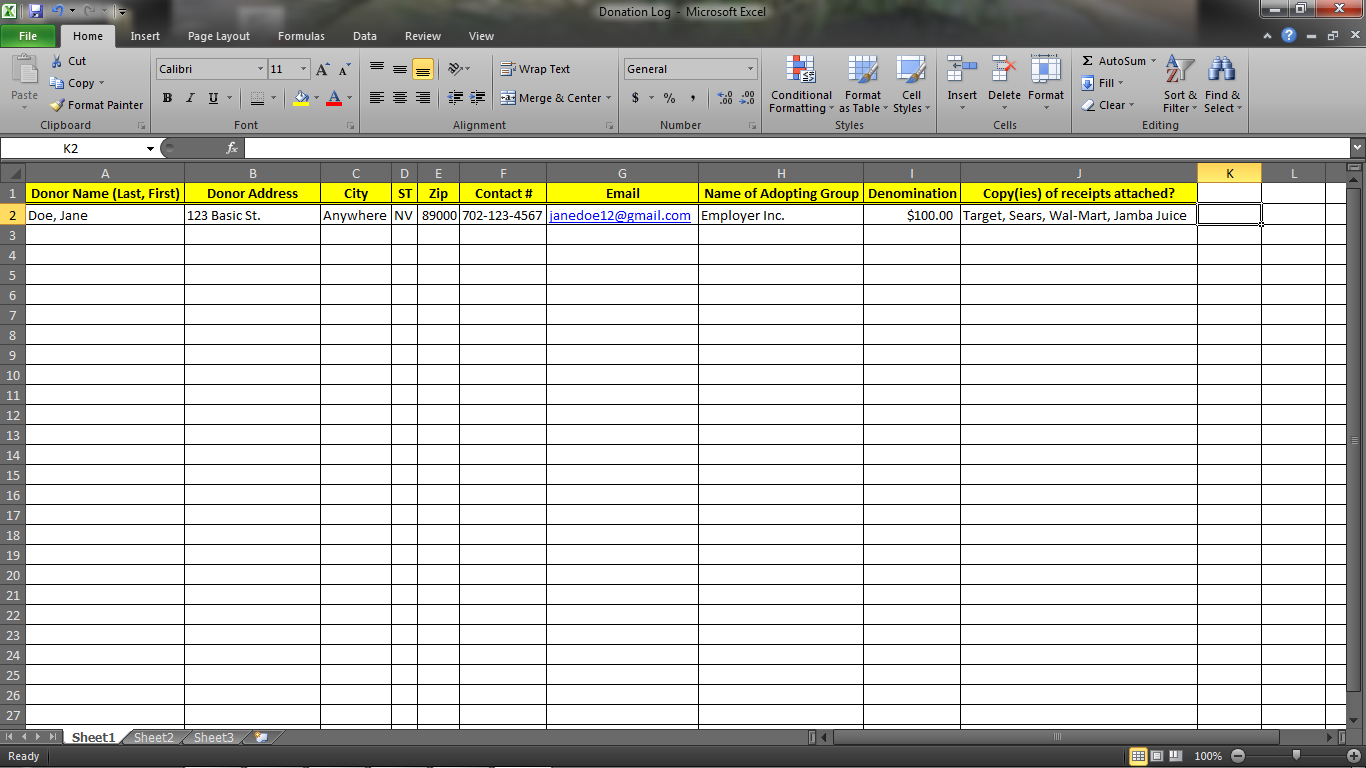
fundraising for your family, discretion is mandatory and non-negotiable. The following is a brief example of what **is** acceptable:

*Dear So & So,*

*My name is John and I work for HIPAA Inc. We have partnered with the Nevada Childhood Cancer Foundation this holiday season and have adopted a family for the holidays. Our family consists of a single mom and her three children, ages 2, 3, and 4. One of her children has been diagnosed with Leukemia and is currently undergoing several rounds of chemotherapy. This has had a significant negative financial impact on this family, and we are asking for your help….*

If you have any questions and/or concerns about what is appropriate or allowed, please contact NVCCF at 702-735-8434 to clarify. Please remember to keep the information as discreet as possible. **IT IS THE LAW.**

**In order to receive a TAX DONATION LETTER:**



A tax donation letter can be given to those who participate in adopting a family by keeping the above record and submitting it to Anna Laufenburger, Executive Administrator **NO LATER THAN DECEMBER 31ST , 2023**. **If you have questions or concerns about what is needed for a tax** [**donation letter, Anna can be reached via email at anna@nvccf.org or by phone at 702-735-8434.**](mailto:donationletter%2CAnnacanbereachedviaemailatanna@nvccf.orgorbyphoneat702-735-8434)

A DONOR(S) **CANNOT AND WILL NOT** RECEIVE A TAX DONATION LETTER FOR ANY

CASH **GIVEN DIRECTLY** TO THE FAMILY(IES) YOU’VE ADOPTED. YOU **MUST** PROVIDE

RECEIPTS FOR ALL DONATIONS MADE THAT YOU HAVE CALCULATED INTO THE

DENOMINATION FOR YOUR TAX LETTER.

It is the mission of the Nevada Childhood Cancer Foundation to ensure the privacy and protection of all its clients in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As such, participants in the Holiday Adopt-a-Family Program are also expected to protect and keep private any and all information shared with them regarding the clients we serve. If you have read, understand, and agree to the information contained in this packet please fill out the information below and return it to:

Nevada Childhood Cancer Foundation

Attn: Andrea Rapanos

Director of Patient Programs & Services

3711 Sunset Rd.

Las Vegas, NV 89120