

## Nutritional Supplement Program Policies and Process Information

### **Purpose:**

To provide nutritional supplements to low income dialysis patients.

### **Eligibility:**

Patients must reside within the geographic service area of the Division.

Patient's income must fall within financial guidelines.

Patients must meet the nutritional guidelines of the program.

### **Application process**

1. Complete an application for the program. Download the application form to your computer and fill in the blank fields.
2. Once completed, please email the application to the NKF Division Program Manager, (DPM) at [Karen.Meyer@kidney.org](mailto:Karen.Meyer@kidney.org)
3. The application will be reviewed within 3-5 business days.

### **Process:**

1. Dietitians will be notified of approval/denial status of application via email or phone as quickly as possible after review.
2. Patients will be approved for one full year receiving a total of 12 cases of Ensure.
3. Patients will be allocated 1 case of Ensure per month for one full year. At the end of the patient's 12<sup>th</sup> month an extension request and survey are required to be completed. Once these are received the patient is eligible to receive their second year of service. Also, please complete a survey at the end of the program.
4. Dietitians will need to submit a supplement order form to Karen, no later than the 15<sup>th</sup> of every month. All supplements will be drop shipped directly to the clinic during the first week of the month. If the order form is received after the 15<sup>th</sup> of the month, the order will be placed the following month.

### **Income Guidelines:**

Family of 1	\$13,200
Family of 2	\$15,840
Family of 3	\$18,480
Family of 4	\$21,120
Family of 5	\$23,760
Family of 6	\$26,400