

L I V E S T R O N G[®] *fertility*

Program Manual

Table of Contents

I. LIVESTRONG Fertility for Men: An Overview	2
II. The Patient Application Process	3
III. LIVESTRONG Fertility for Men FAQs	3

Your Invitation

LIVESTRONG would like to invite you to participate in our financial assistance program (the Program) aiming to expand the options that newly diagnosed cancer patients have for preserving fertility and plan for a family after cancer treatment.

Of the individuals who are diagnosed with cancer each year, approximately 150,000 of them are in their reproductive years (0-45). These individuals share the right to timely and thorough information about cancer-related fertility. The financial burden placed on these patients to pay for cancer treatment and preservation services is high and the goal of LIVESTRONG Fertility is to increase awareness of fertility preservation options and reduce the financial barrier to accessing these services.

This Manual was created to provide information about the program and how it works. We hope you consider joining us in these efforts!

I. LIVESTRONG Fertility for Men: An Overview

As a participating sperm bank or fertility center, you will complete an agreement and indicate a reduced fee for sperm banking that you will honor for all patients who are approved for financial assistance. This reduced fee must be at least 25% less than your normal charges for the outlined services in your Agreement. Additionally, you must outline in your Agreement all of the services that are part of this reduced fee.

Once the Agreement is executed, we will add you to our internal database of participating centers. Patients interested in receiving the reduced fee for sperm banking will apply directly to LIVESTRONG for consideration.

The application asks the applicant to indicate which sperm bank or fertility center he is planning to visit; all applications must include this information and the applicant must identify a participating center to be considered for approval. LIVESTRONG will review applications and make a decision regarding eligibility based on the defined set of health and financial criteria outlined in the patient application.

After all completed forms are received from the patient and his oncologist, LIVESTRONG will review the application within 1 to 2 business days. When a decision has been reached, LIVESTRONG will contact the patient directly and send you a fax or email alerting you to our decision. He will be instructed to call you to make an appointment for sperm collection at the reduced rate. The patient is responsible for paying this discounted fee in full to your clinic per your payment schedule. LIVESTRONG does not cover or supplement the cost of fertility preservation procedures.

LIVESTRONG administers the program, vets applications, and maintains strategic partnerships that reduce the cost of sperm banking for men with cancer. LIVESTRONG does not provide any money to the patient or to the clinic. The program runs on the generous participation of our partners and the patient is responsible for paying the discounted rate to you directly.

II. The Patient Application Process

The LIVESTRONG Fertility for Men application (for patients) can be downloaded from our website: <http://www.livestrong.org/we-can-help/fertility/>. Please review and familiarize yourself with the application and the eligibility criteria. A completed application must be submitted via mail, fax or email to:

LIVESTRONG Foundation
Attn: LIVESTRONG Fertility
2201 East 6th Street
Austin, Texas 78702
Fax: 512-309-5515
Phone: 855-220-7777
Email: cancer.navigation@livestrong.org

The application consists of three parts:

1. Patient Authorization & Consent Form – to be completed and signed by the patient and/or patient's parent or guardian if under age 18;
2. Oncologist Referral & Certification Form – to be completed and signed by his oncologist; and
3. The patient's or patient's parent's/guardian's most recently submitted 1040 Federal Tax Return form. We look at adjusted gross income to determine financial eligibility. We cannot accept a W-2 form.

Once the application is complete, every attempt is made to have a decision within 1 to 2 business days. If the application is approved, we will fax or email you a copy of the approval letter. We will also contact the patient and his oncologist. Approved patients will call you to schedule an appointment for collection.

Please note that all three parts of the application must be received by LIVESTRONG before the application can be approved.

III. LIVESTRONG Fertility for Men FAQ

What the Program Offers

Q. How does LIVESTRONG Fertility help patients?

A. Through our partnerships with participating sperm banks and fertility centers, the program offers approved applicants a reduced fee for customary sperm banking services. In some cases additional discounts on storage may be available.

Fertility Preservation vs. Pregnancy

Q. Does the program help patients who are trying to achieve pregnancy?

A. The program is only for fertility preservation and helps with the cost of sperm banking. The reduced fee covers the fees outlined in your Agreement such as collection, analysis, freezing and one year of storage. Costs that are not included are the patient's responsibility and are in

addition to the reduced fee. The program does not apply to fertilization procedures with frozen sperm.

Reduced Fee vs. Funding

Q. Does LIVESTRONG provide funding or grant money directly to the patient?

*A. The financial assistance program works to provide access to reduced cost fertility preservation services; the sperm bank reduces its fees for approved patients. **There is NO exchange of funds between LIVESTRONG and the patient.** Approved patients are responsible for paying the reduced fee directly to the fertility center or sperm bank.*

Q. Does LIVESTRONG pay the reduced fee to the participating clinics?

*A. The financial assistance program works to provide access to reduced fee fertility preservation services. LIVESTRONG administers the program, vets applications and maintains strategic partnerships that reduce the cost of fertility preservation. **There is NO exchange of funds between LIVESTRONG and the clinic.** Approved patients are responsible for paying the reduced fee directly to the participating clinic.*

Reimbursement

Q. Can a patient be reimbursed for the cost of sperm banking if he underwent this procedure prior to applying for the program?

A. If a patient banked his sperm through a participating center, it is up to the center to decide if they will offer any reimbursement. LIVESTRONG will process the application but does not guarantee that the center will provide reimbursement. The patient must negotiate that himself. LIVESTRONG will not be able to provide any reimbursement to patients for the cost of sperm banking.

Q. What if a patient has to start sperm banking immediately and cannot complete the application in time?

A. It is up to the participating sperm bank as to whether they will honor the reduced fee before receiving approval notification from LIVESTRONG. LIVESTRONG cannot guarantee that the patient will meet the eligibility criteria until all of the application paperwork is complete.

Payment

Q. How does the patient pay for sperm banking?

A. Payment is handled by participating clinics, not LIVESTRONG. The approved patient agrees to pay the reduced fee for banking and one year of storage directly to the participating sperm bank or fertility center.

The Application Process

Q. How long does it take to process the application?

A. Once all parts of the application have been submitted, every attempt will be made to review the application within 1 to 2 business days. Please note that the application will not be approved until all pages of the application and the patient's tax information have been received and the patient meets the eligibility criteria. Once we receive at least one completed form of the application, we do make contact with the patient to alert them to what forms are necessary to approve the application. We continue to reach out to patients frequently to communicate the status of their application.

Eligibility

Q. If a patient already started chemotherapy or other cancer treatment, can he still bank his sperm?

A. This is a decision to be made by the patient under the advisement of his oncologist. Most likely, the doctor will not advise a patient to bank his sperm if he has already started certain cancer treatments. This is a question that the patient should discuss with his doctors.

Tax Forms

Q. Which tax form is needed? Can the patient send his W-2 form?

A. The applicant should provide his 1040 U.S. Individual Tax Return form from the last tax year. The W-2 form cannot be accepted because it does not show adjusted gross income.

Q. What if the patient does not file taxes?

A. If a patient did not file taxes during the most recent year; he must call LIVESTRONG at 855-220-7777 to determine the most appropriate next steps to take to verify income.

Q. This past tax year, the patient's income was higher than the eligibility criteria but in other years his income was lower. Can he be considered for the program?

A. LIVESTRONG can base income eligibility on the patient's adjusted gross income from the previous tax year OR the average of his adjusted gross income from the last three years. If the patient only qualifies based on his average three year gross income, he must supply copies of federal tax returns for those three years.

Q. If a patient is under 18, whose tax forms are needed?

A. The submitted tax forms should be for the parent/guardian of the patient. Income eligibility is based upon the parent's/guardian's adjusted gross income.

Q. If a patient is over 18 and claimed as a dependant by his parent/guardian, whose tax forms are needed?

A. If the patient qualifies financially based on his parent's/guardian's adjusted gross income from the most recent tax year OR average of the 3 most recent tax years, the parent's/guardian's tax information can be used.

If the patient does not qualify financially based on his parent's/guardian's grossed income, the patient can send in a tax return transcript or letter of non-filing that will state that he did not file taxes independently.

Participating Centers

Q. What if a patient wants to participate in the program but his chosen sperm bank is not a participating center?

A. New centers are always welcome to join the program. An agreement can be sent to the patient's chosen center to enroll the center in the program. However, a patient cannot go through the program until a signed agreement is received from the center.

Q. How does a patient know which centers are participating in the program?

A. Call LIVESTRONG at 855-220-7777 to receive the most up to date listing of participating centers.

LIVESTRONG Fertility Agreement

Q. Who at LIVESTRONG administers the program?

A. LIVESTRONG Cancer Navigation Services provide one-on-one support to anyone affected by cancer. Navigation staff members administer the services provided by LIVESTRONG Fertility. All patient questions or questions related to the status of an application should be directed to 855-220-7777 or emailed to cancer.navigation@livestrong.org.

All questions related to participating center agreements should be directed to Ashley Koenings at 512-279-8363 or emailed to ashley.koenings@livestrong.org.