

INSTRUCTIONS FOR FAMILIES WISHING TO SET UP A VIA MICRO-SITE

- Fill out application and provide all necessary documentation
- Register your micro-site
- Your site will not be active until your application and micro-site have been approved.
- Once your site and application are approved, you will receive an email informing you that your site is now active.
- Begin marketing your site to your friends/families.
- **A note about your site blog:** this area is intended for you to give updates about your affected child. Under no circumstances will bashing of anyone or any entity be tolerated. This is simply an area in which you can provide information on your child's progress to those viewing your site.

TO SUBMIT A REQUEST FOR REIMBURSEMENT

- Send in the receipt for services received **IN THE UNITED STATES ONLY** (documenting the actual services received) to VIA, Inc., 4731 Homestead Pl, Matthews, NC 28104 or SCAN the receipt and email to info@vianow.org.
- Allow 4 weeks for processing
- VIA will send you a check based on your qualifications. If you receive insurance coverage for submitted services, you will be reimbursed for the amount not covered by insurance.
- Monies will NOT be paid out to the family without receipts and/or bills. Services not on the pre-approved list may not be paid.

PRE-APPROVED LIST

*****NOTE: SOME INTERVENTIONS MAY REQUIRE A PRESCRIPTION/WRITTEN RECOMMENDATION FROM YOUR PHYSICIAN PRIOR TO VIA DISBURSING FUNDS FOR THAT PARTICULAR INTERVENTION/SERVICE.**

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| Speech Therapy | Neuro Feedback |
| Occupational Therapy | Far Infrared Sauna Therapy |
| Physical Therapy | BioSET Therapy |
| Vitamins/Mineral Supplementation | NAET |
| Essential Fatty Acids | Hippotherapy |
| Digestive Enzymes | Sensory Integration Therapy |
| Other Supplementation as prescribed by your physician | Chiropractic Care |
| Hyperbaric Oxygen Therapy | Auditory Integration Therapy (AIT) |
| Medical Care Appointments | Laboratory Testing as prescribed by your physician |
| CranioSacral Therapy | ABA Home Program |

OTHER GUIDELINES:

- Pursuant to North Carolina and federal law requirements, VIA reserves the right to follow up to ensure any approved grant is/was actually used for its intended purposes. VIA reserves the right to consider and fund requests at its sole discretion. Some requests for payment may require additional information from the family or the child's physician/service provider. If such information is not provided, VIA reserves the right to decline the request for payment.
- The micro-website is the property of VIA, Inc. and can therefore be shut down at anytime should there be any reason for VIA to suspect misrepresentation or violation of intent.
- The marketing of your particular micro-site will be YOUR responsibility and may be done through emails, letters, phone calls, etc. to your friends, etc.
- By submitting this application, applicant agrees that any insurance claims filed and/or received for services will not be submitted to VIA for double payment.
- VIA is not a physician's office and cannot/will not make recommendations for any products, services, interventions, treatments, or therapies. You must consult with physicians/trained professionals for advice regarding the care of your child.