



## AUTHORIZE

### SETTING UP YOUR MEMBER WITH MEALS FROM GOD'S LOVE WE DELIVER'S MLTC PROGRAM

An authorization for a member to receive meals for the first time should include the information below. It can be e-mailed to [communitypartners@glwd.org](mailto:communitypartners@glwd.org) or faxed to 212-294-8189.

All authorizations should include the following information:

- NAME OF MEMBER
- DATE OF BIRTH
- COMPLETE ADDRESS
- PHONE NUMBER(S)
- MEMBER ID
- AUTHORIZATION NUMBER
- DIAGNOSIS CODE
- PERIOD COVERED BY THE AUTHORIZATION (SPECIFIC DATES)
- DAYS COVERED BY THE AUTHORIZATION (FOR EXAMPLE, MON-SUN, MON – FRI OR MON, WED, FRI, ETC.)
- NUMBER OF MEALS (FOR EXAMPLE, DINNER ONLY, LUNCH AND DINNER, BREAKFAST, LUNCH & DINNER, ETC.)
- ANY DIETARY RESTRICTIONS AS IT PERTAINS TO THE MEMBER'S HEALTH (RENAL, DIABETIC, ETC.)
- ANY OTHER INFORMATION THAT MAY BE RELEVANT (FOR EXAMPLE, CLIENT IS SPANISH-SPEAKING ONLY; CLIENT IS DEAF, ETC.)
- AGENCY CONTACT: CASE MANAGER NAME AND PHONE NUMBER TO CONTACT IN CASE THERE ARE ANY QUESTIONS

We try to fulfill requests for meals within a few days of receipt of an authorization. If you would like to discuss your particular member's needs please contact us at the numbers provided below.

All new members receive a phone call from our intake specialists who will discuss dietary preferences and other essential information. If contracted, your member will speak to one of our 6 Registered Dietician Nutritionists.

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### CONTACT INFORMATION FOR GOD'S LOVE WE DELIVER'S MLTC PROGRAM

- MAIN NUMBER: 212-294-8187
- FAX NUMBER: 212-294-8189
- E-MAIL ADDRESS: [COMMUNITYPARTNERS@GLWD.ORG](mailto:COMMUNITYPARTNERS@GLWD.ORG)
- PROGRAM SERVICES COORDINATOR: Elaine Kiang – 212-294-8148 or [ekiang@glwd.org](mailto:ekiang@glwd.org)
- PROGRAM OUTREACH COORDINATOR: Ralph Wilson – 212-294-8121 or [rwilson@glwd.org](mailto:rwilson@glwd.org)
- ALL STAFF MEMBERS ARE KNOWLEDGABLE ABOUT OUR PRORAM AND ARE ABLE TO ANSWER ANY QUESTIONS YOU MIGHT HAVE REGARDING OUR MEALS AND YOUR MEMBERS' NEEDS OR REQUIREMENTS

