



**Forever In My Heart Foundation**  
476 Main St,  
Middletown, CT 06457  
foreverinmyheartfoundation.org  
info@foreverinmyheartfoundation.org  
**860-490-2170**

## **VETERANS AND MOBILITY APPLICATION PACKAGE**

COVER SHEET DOCUMENT WITH THE FOLLOWING:

The following items/documents are required to be included in the Packet Submission. For the documents listed below, please ensure that all information is complete and that all documents are signed and initialed in the appropriate spots. If something is non-applicable, please just write N/A in the spot so we know that you have not missed something. Please mark an X when complete and attached all documents. Full packet can be scanned and email to: [info@foreverinmyheartfoundation.org](mailto:info@foreverinmyheartfoundation.org) or mailed to the above address, please put Attn:

- \_\_\_ Video (minimum of 15 minutes)
- \_\_\_ Family Commitment Letter
- \_\_\_ Script from Primary Physician
- \_\_\_ Veterinarian Reference
- \_\_\_ 3 Letters of Reference (Sealed and mailed to FOREVER IN MY HEART FOUNDATION)
- \_\_\_ Letter of Reference (one needs to be from a Therapist/Doctor (on letterhead))
- \_\_\_ Letter of Reference
- \_\_\_ Letter of Reference

2. VETERINARY REFERENCE FORM

3. COMMITMENT LETTER

4. INFORMATION SHEET ON THE PACKET

Best way to submit the packet is to scan in all the documents and email it to: [info@foreverinmyheartfoundation.org](mailto:info@foreverinmyheartfoundation.org). The full packet can also be mailed to:

**FIMH FOUNDATION**

**476 MAIN STREET**

**MIDDLETON, CT 06457**

The following is amplifying information on all documents/items that need to be submitted in the Packet.

- Video (Min 15 minutes): Getting videos of you is extremely important to us. In some cases, we may not meet with you until we actually match you with your new puppy. The videos give us a lot of information on you and the environment that the service dog will eventually be in. 15 minutes is a minimum, you are welcome to send more videos if needed.



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The videos will help us decide what specific tasks we need to train the dog on. Additionally, they help us to see what type of dog we need, large/medium, the temperament of the dog, etc. They also help us to see what type of environmental things we need to socialize the dog around prior to delivery (pools, pets, etc.)

Some of the things we need to see (each case will be different depending on the type of service dog) are:

- For Stability/Mobility: We need to see all the different type of equipment that you use (wheelchair, arm crutches, canes, walkers, etc.). We need to see you using them in the video so we can capture how your motion is with and without them (if you only use the equipment sometimes). It is important for us to understand each of your body motions/positions so that we can train the dog to become familiar with your gait/movement.
- For Psychiatric issues: If applicable, we need to see actual panic attacks, night terrors, times when you are being triggered by something that are causing you issues. Videos of any situation that you believe a service dog can help you.
- For all: We also need to see things that you like to do on a regular basis, for example, your may like to go to dance lessons, GYM OR or karate. Maybe you ride horses or work on a farm. To best tailor the training of the dog to you, we need to socialize them before we deliver them to those things that you do on a regular basis.

#### FAQs:

Q. Do I need one long video or multiple small ones?

A. It doesn't matter. I would not spend a lot of time, cropping together multiple videos to make them "look pretty", you can just send them individually.

Q. Do I need to edit the videos?

A. No, we would rather see everything you record for the session. You may crop out something that you do not think is important, but to us it may provide us a useful bit of information.



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Q. How do I send the videos:

A. There are several ways to send the videos. You can send them via DropBox, if they are shorter, you can email them to [info@FOREVERINMYHEARTFOUNDATION.ORG](mailto:info@FOREVERINMYHEARTFOUNDATION.ORG), you can send them via FB messenger.

If you have an iphone, you can text them to us at 860-490-2170 You can use free websites like: WeTransfer.com or SendAnywhere.com (these are easy to use and you can send up to 2GB of videos for free – just send them to our email address and I will get an email that you have sent them).

**Family Commitment Letter (FCL):** As most people that are getting a service dog have never had a service dog. WE try TO help you/our family TO understand that getting a service dog requires a large commitment for everyone in the household. OUR FOUNDATION tries to point out and explain what to expect when you bring in a service dog into your lives. We want to know that the entire family is aware of this life changing occurrence of getting a service dog.

**Script from Primary Physician:** We require a script from one of your doctors. The script can be written on a prescription pad stating "Service Dog for ....." (for whatever type of service dog you are requesting) It will need to have your name on it and the letterhead that is typically on the script pads. Alternatively, you can have your doctor write a letter on letterhead saying that they are recommending a service dog for you. It is helpful if your doctor does this, that he/she comments on the tasks that they think might be beneficial to help with your disability/illness.

**Veterinarian Reference:** We need you to print out this form and give it to your current vet to fill out. They should send it back to us directly, but if they sign it and give it to you, you can scan it in and send it with the packet.

FAQs:

Q. What if I don't have a vet because I have no pets?

A. If you do not have a vet, just find one in your local area and put the name, address and phone number on the form. At the top of the form, write "we do not have any current pets". There is no need to sign the form, just send it in with the information.



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**3 Letters of Reference (LOR):** We need three letters of reference from you. One needs to be from one of your therapist. The other two letters can be from family, friends, neighbors, etc. We just want you to find people who know you and can attest that they believe that a service dog would be a good fit for your family. We also would like to hear about things like they believe you are situated to handle a service dog (both emotionally and financially), that a service dog would be helpful to you and not too much for you all to handle.

FAQs:

Q. Can the LOR be sent to me and then I send them to you.

A. LOR's should not be sent to you directly, but if the person would like to put their LOR in a sealed envelop, you could then collect all the LOR's and mail them to use in one large envelope so you know that they have been submitted.

Q. How will I know if you have received the LOR's

A. When we receive any LOR's we will contact you directly to let you know that we have received them.