



# About Funding

## Family Mentor Program Training

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Children's  
Treatment Network

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# Funding



*Providing answers to questions about funding.*

# In this Funding Module

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1. How to access government funding programs
2. Application and home visit tips
3. How to appeal decisions
4. Funding transitions into adulthood
5. Private funding options



# Funding is a HUGE topic....

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- Almost all families who have children with special needs require assistance and information about funding.
- There is a comprehensive list of funding resources on the [CTN website](#).
- The focus of this module is on the three main sources of government (public) funding; Special Services at Home (SSAH), Assistance for Children with Severe Disabilities (ACSD) through the provincial government and Enhanced Respite (ER) through Community Care Access Centre (CCAC).

# FAMILY SCENARIO 1:

*“I have a lot of extra expenses associated with caring for my child. What programs can I access for assistance?”*



# Types of public funding

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1. Assistance for Children with Severe Disabilities (ACSD)

2. Special Services at Home (SSAH)

3. Enhanced Respite (ER)

# Types of public funding

## ACSD

- Application available at local Ontario Disability Support Program (ODSP) offices
- Income-influenced
- \$25-\$465/month

## SSAH

- [Application available online](#)
- Not income-based
- Amounts vary, anything above \$10,000 must be approved by Regional Director

## ER

- Application through CCAC case manager
- Not income-based
- Up to \$3,500/year



# Assistance for Children with Severe Disabilities (ACSD)

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- [Assistance for Children with Severe Disabilities](#) (any disability that includes a profound functional loss).
- Monthly amount ranges from \$25 to \$465 (2015 rates) to help with the additional costs of caring for a severely disabled child (parental relief, social opportunities, medical equipment or supplies, medical travel, learning and development equipment, extra laundry and clothing costs, etc.).
- Income threshold of \$64K to \$67K, depending on family composition. This is a guideline only, not legislated.
- Families should apply even if they exceed the maximum income threshold, or if their caregiving expenses are higher than average. Sometimes families that exceed the income threshold are given a drug card and basic dental coverage even if they don't qualify for a monthly payment.
- The application form is a government document and can be difficult for families to understand.



# Special Services at Home (SSAH)

- Funding for children with ongoing functional limitations to assist with purchasing supports not available or being provided elsewhere in the community.
- Most common uses: respite, social programs, housekeeping/snow removal/yard maintenance, one-to-one workers.
- Funding for recreation and camp activity fees is limited to programs specific to those with special needs, as the cost is usually quite a bit higher. The rationale for this is that program fees are a typical cost associated with raising children, whereas the increased cost of special needs programming is extraordinary.
- It is often helpful to ask for assistance in completing the SSAH application- someone from your team can help or call ACCESS for a Brief Resource appointment.



[Tips for Managing and Spending SSAH funds](#)

[Helpful guide to Special Services at Home](#)

- Enhanced Respite for Children who are Medically Fragile and/or Technology Dependent is a grant of up to \$3500 annually paid to eligible families who are caring for a child at home who is medically fragile and/or technology dependent
- Eligible children are those who rely on medical and technological equipment (eg. mechanical ventilators, apnea monitors, renal dialysis, urinary catheters, colostomy bags), take drugs intravenously or rely on tracheotomy tube care, suctioning, oxygen support or tube feeding.
- It is administered by your local Community Care Access Centre (CCAC) on behalf of Ministry of Children and Youth Services (MCYS) and the Ministry of Community and Social Services (MCSS)
- CCAC also provides in-home nursing, Personal Support Workers (PSW) and other services. Parents need to ASK their CCAC Case Manager what is available to them and their child.

# CCAC Enhanced Respite Programs

## Respite Care

The Ministry of Children and Youth Services funds two programs that can give families a break (or "respite") from the day-to-day care of their child with special needs.

### Out-of-Home Respite

Families of children with multiple special needs can receive up to seven days of respite per year, provided in a location other than their own home.

#### Who is eligible for this program?

The child must:

- ▶ be under 18 years of age
- ▶ have multiple special needs because of a physical or developmental disability
- ▶ live at home and need care 24 hours a day, 365 days a year

and, without out-of-home respite, there's a real possibility that

- ▶ the child would require long-term residential placement
- ▶ the child's family is at risk of breakdown, or
- ▶ there's a risk that the child could harm himself or others.

#### How to apply:

Contact the [ministry's regional office](#) nearest you.

### Enhanced Respite Funding

This grant is paid to families who are caring for a child who is medically fragile and/or depends on a technological device needing care 24 hours a day, 365 days a year and is paid in addition to other respite services. Families may be eligible for up to \$3,500 per child, per year.

Examples are children who:

- ▶ rely on medical and technological equipment, such as mechanical ventilators, apnea monitors, renal dialysis, urinary catheters, colostomy bags
- ▶ take drugs intravenously
- ▶ rely on tracheotomy tube care, suctioning, oxygen support or tube feeding.

#### Who is eligible?

The child:

- ▶ is under 18 years of age
- ▶ lives at home
- ▶ needs intensive care and constant monitoring on a 24-hour basis.

#### How to apply:

Contact the [ministry's regional office](#) nearest you.



- **Be Very Honest:** Many of us tend to cover up the caregiver burnout we experience, the lack of support we have, and the pressures we are under. If you are having a home visit, do not feel pressure to clean and organize your home from top to bottom in anticipation of the appointment if that is not a true reflection of your day-to-day life. Explain in as much detail as you are comfortable with what your family structure is like (eg. single parent, married, etc.), how many hours you or your partner works, and the impact that caring for your child has on your time and resources when it comes to your other children.
- **Medical History:** As much as you are comfortable, disclose any medical history in relation to your child's diagnosis and the limitations on their quality of life due to the diagnosis. It is also helpful to provide as much supporting documentation as you feel comfortable with.
- **Safety:** It is important to explain the safety concerns you have with your child's condition and how it affects their life (and yours). This can include your child's awareness of environmental dangers, if they are a flight risk, medical conditions that endanger their well-being, such as seizures, suctioning, behavioural outbursts, self-harm, etc.



- **Provide Supporting Documentation:** In most cases you are not required to provide more than a written diagnosis by a medical professional, but it can be very helpful to include as much documentation as you are comfortable with. This can provide a broader understanding of the strengths and needs of your child, and can make it easier to complete an application. Some examples of documentation that you might want to include would be a Single Plan of Care, a school safety plan, detailed reports from therapists and physicians, etc.
- **Be as detailed as possible:** It is better to provide more detail than not enough. For written applications attach extra pages if necessary. Be sure to include information on behaviours/medical requirements/supervision/expenses that maybe only occur once in a while.
- **Include Possible Expenses:** Many families make the mistake of not including expenses they would have if they had the money to pay for them. Home repairs (replacing soiled carpet, holes in walls) that have resulted from your child's disability, equipment you would purchase if you had the funds, programming and therapies you would access if your finances allowed; all of these should be included as a part of your applications.

# Application and home visit tips

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- **Support System:** Provide as much information as possible regarding the supports you have in place, and whether they are family, friends or paid supports. It is also beneficial to ask a support person to attend any home visits you have.
- **Keep Copies:** Either photocopy or scan and store electronically your entire application. It is helpful to be able to refer back to past applications at renewal time, or when completing applications with other agencies.
- **Understand the Consents you Sign:** Many people sign consents without reading them, which is understandable since they are often very lengthy and filled with jargon. On the SSAH application there is a section to list those that you consent to release information to the Ministry of Community and Social Services. The consent for ACSD gives much more authority, allowing the Ministry of Community and Social Services authority to obtain your bank records, your tax returns and any other information that impacts your eligibility.
- **Ask for Help:** If you require help completing funding applications contact Children's Treatment Network ACCESS at **1-866-377-0286**

## FAMILY SCENARIO 2:

*“I’m finding it difficult to complete the funding applications. Is there anyone who can assist me?”*





# Funding – Application Assistance

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Someone on your family team; eg. CCAC Case Manager, Single Plan of Care (SPOC) Coordinator, Resource Teacher, Family Support Worker or Early Interventionist, etc.

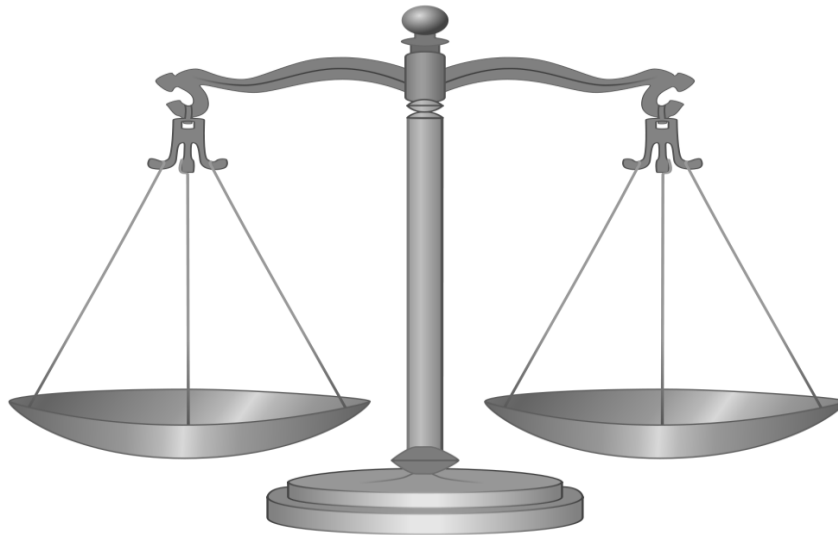
Brief Resource Support through CTN:  
Call ACCESS at 1-866-377-0286

Volunteer Family Mentor

You can contact SSAH or ACSD directly and ask for assistance or home visit from a Special Agreements Officer (SAO)

# FAMILY SCENARIO 3:

*“I applied for ACSD/SSAH/ER and our family was denied, or we received an amount that I don’t feel is fair.  
What can I do?”*



## Written Decision

- In all cases you are entitled to a written decision.
- This letter will contain the information required to file an internal review.

## Internal Review

- Your letter does not be too detailed. A simple “I am requesting an internal review of the decision to deny my SSAH application” is sufficient.
- You have **30 days** to file your request, check your letter for the exact deadline.
- Include a written explanation of why you disagree with the decision, and include any supporting information or documentation you think would be helpful. You can write a letter or use the [Ministry form](#).

## Social Benefits Tribunal

- If you disagree with the decision of the internal review you can request a Social Benefits Tribunal hearing.
- The wait time from application to hearing can be 6-18 months or more, but the decision will date back to the original application.
- The hearing can be conducted in person or by phone.
- Legal representation is not required, but you may wish to access [legal assistance](#).

# SSAH Appeals:

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## Written Decision

- You will receive a letter advising of the outcome of your application.
- You have 20 business days to request a review.

## Request a Review

- Write a request for a review of the decision, attention of the Director (contact information will be in the letter).
- Include as much supporting information and/or documentation as possible.

## Second Stage Review

- If your appeal is not granted at the first level, you can appeal to a second level. This time you write to the Assistant Deputy Minister (ADM) of Operations.
- The decision of the ADM is final.

# SSAH Appeal Tips

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1. **Remember that the [SSAH Guidelines](#) are only guidelines.** They are not laws or regulations, and they are not strictly followed.
2. If you are appealing your SSAH contract, it is advisable that you get in touch with others who have some experience with appeals. It is recommended that you contact the [Special Services at Home Provincial Coalition](#) (send copies of your correspondence to both).
3. **You have more than the right to appeal.** You also have a duty to appeal in order to inform the Ministry of your needs. The Ministry of Community and Social Services has no data on the volume of existing needs which are not met. Your only hope for supports may be through recognition of your needs.
4. Do not get sidetracked by arguments about lack of funding. Your concern is that you want your needs to be addressed.
5. Do meet with your local Member of the Provincial Parliament to assist you with your appeal. Ask him/her to write a letter of support and to contact relevant bureaucrats or politicians.

# CCAC Appeals (Enhanced Respite)

## Contact your CCAC Case Manager

- Ask for a copy of the CCAC's complaint process.
- If you are complaining about a CCAC decision, ask for the reasons for the decision.
- Request both the complaint process and reasons for decision in writing.

## Complaint Process

- Follow the [CCAC's complaint process](#) to get a final decision from the CCAC.

## Appeal to HSARB

- In some cases, you can appeal the final decision of the [CCAC to the Health Services Appeal and Review Board \(HSARB\)](#).

# FAMILY SCENARIO 4:

*“I have exhausted all reviews and appeals.  
What else can I do?”*





## Contact your local Member of Provincial Parliament

- Your MPP is your elected official representing you at Queen's Park ([listing here](#)).
- You may be asked to visit the local constituency office to sign a consent allowing your MPP to investigate your case.
- Keep a record of all interactions with your MPP.
- It is important that policymakers are made aware of the need that exists in Ontario for supports and services.

## Contact the Ontario Ombudsman

- [The Ontario Ombudsman](#) is an independent officer of the Legislature who investigates complaints from the public about Ontario government services.
- The complaint form can be completed and [submitted online](#).

# FAMILY SCENARIO 5:

*“My child will be turning 18 soon. What happens to our funding?”*







- SSAH ends at age 18. The Passport program provides similar funding for adults 18+.
- Passport is a program that helps adults 18 years or older with a developmental disability to participate in their communities. It also helps caregivers of an adult with a developmental disability take a break from their caregiving responsibilities.
- Passport provides funding for services and supports so adults with a developmental disability can:
  - take part in community classes or recreational programs
  - develop work, volunteer, and daily life skills
  - hire a support worker
  - create their own life plans ([person-directed planning](#))
  - get temporary respite for their caregivers
- [Developmental Services Ontario manages the application process for all provincially-funded developmental services and supports for adults with a developmental disability in Ontario.](#)
- [Contact DSO](#) to apply for adult developmental services, including Passport. If you're eligible, staff there will help you complete a developmental services application package to assess your needs and connect you with available services and supports.



- When a child turns 18 they are no longer eligible for ACSD, it is replaced by the [Ontario Disability Support Program \(ODSP\)](#).
- Most, but not all, people who are currently receiving Assistance for Children with Severe Disabilities (ACSD) will also qualify for ODSP.
- You should make contact with your ACSD caseworker 6 months prior to your child's 18<sup>th</sup> birthday to ensure there is minimal disruption to funding, or if your child does not receive ACSD you should begin the ODSP process 9-12 months prior to 18<sup>th</sup> birthday.
- ODSP provides monthly income to help with basic living and accommodation expenses for adults with disabilities who are unable to work. Employment support is also available to people on ODSP who want to try to get a job.
- To qualify your child must: be 18 years or older; qualify financially (i.e. minimal income and less than \$5,000 in assets); and have a long-term, substantial physical or mental challenge that makes it difficult for you to care for yourself or to participate in community life/work.



- People receiving ODSP also receive a number of other benefits, including:
  - a drug plan
  - financial assistance for equipment
  - employment start up benefits
  - Extended health benefits.
- There is a 90-day deadline to complete the ODSP package. If it is late you must start all over again.
- A family's efforts to set aside extra money for their child who will be receiving or is receiving ODSP can negatively impact eligibility for ODSP. It is helpful to speak with someone who is knowledgeable in "Henson Trusts" and "Disability Expenses Trusts".
- Someone on your family team should be able to help you complete these forms.



# FAMILY SCENARIO 6:

*“I have expenses beyond what is covered by government funding programs. Where else can I access financial support?”*



# Private Funding Sources

There are many private, charitable funding sources that assist with camp fees, equipment, respite and therapies. This is not an exhaustive list, but each has been hyperlinked to the program description, eligibility requirements and application process.



[Canadian Tire JumpStart](#)  
[A Child's voice Foundation](#)  
[Give a Miracle a Chance](#)  
[Ontario Federation for Cerebral Palsy](#)  
[Kid Sport Canada](#)  
[Easter Seals Ontario](#)  
[Autism Ontario](#)  
[President's Choice Children's Charity](#)  
[Muscular Dystrophy Canada](#)  
[Kerry's Place Autism Services](#)  
[Chai Lifeline Canada](#)  
[Jennifer Ashleigh Foundation](#)  
[March of Dimes Canada](#)  
[Three to Be](#)  
[Ceridian Cares](#)

# Summary of Useful Links

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- [Special Services at Home for under 18 years old – Information](#)
- [Special Services at Home Program Guidelines](#)
- [Special Services at Home application](#)
- [How to Appeal a Special Services at Home Decision](#)
- [Tips on Spending Special Services at Home funding](#)
- [Assistance for Children with Severe Disabilities](#)
- [How to appeal an Assistance for Children with Severe Disabilities decision](#)
- [Community Care Access Centre Client Services Policy Manual](#)
- [Community Care Access Centre Enhanced Respite Guidelines](#)
- [How to appeal a Community Care Access Centre decision](#)
- [Ontario Disability Support Program information](#)
- [How to appeal an Ontario Disability Support Program decision](#)
- [Developmental Services Ontario](#)
- [Passport Funding for ages 18+](#)