



Canopy

Support Services

March 23, 2022

Dear Passport Recipient and/or Person Managing Funds,

Canopy Support Services is writing to share some important information with you about the Passport program. The Passport program is making some updates to make it easier for you to understand what type of expenses are admissible.

The Passport program is updating the following:

1. Temporary Guidelines – these temporary guidelines will continue into 2022/23 and some additional information about what is covered or not covered under the temporary guidelines is being explained
2. Program Guidelines 2022/23 – adding more activities that will be covered for transportation costs

Temporary Guidelines

The temporary changes to include additional items covered by the Passport program, like technology and home-based fitness equipment, are continuing into the beginning of the next funding year.

We are also providing some more information about what is covered or not covered under the temporary guidelines to make it easier for you to understand what type of costs are admissible.

These additional temporary items are tied to the goals and principles of the Passport program as described in the Passport Program Guidelines and are to help you meet your individual support needs while other community-based options may be temporarily limited. They are not intended to recreate the community experience at home. As you plan for the purchase of these items make sure you budget so that you have adequate Passport funding for other services and supports you will need for the remainder of the year.

The category of **Supplies for home-based recreation and fitness activities** continues but some items are not covered by the Passport program based on the current program



guidelines. These include watercraft, small appliances like kitchen mixers or ovens, electrical tools, electrical or motor vehicles like e-bikes or e-scooters, food, home modifications like flooring or backyard structures, and general household items.

Program Guidelines Changes

The Passport Program Guidelines are being updated to support you to participate in your community with more activities being covered for transportation costs, including employment and social interactions with family and friends.

Admissible activities for transportation costs (e.g., local transit, mileage, taxis) will include going to and from:

- Employment
- Admissible community participation/respite activities
- Activities with friends and family including social engagements and activities (excluding family visits that are related to custody arrangements).

These transportation changes will apply on April 1, 2022, and you can submit claims for these types of activities where they take place on or after that date.

Some activities under the program guidelines continue to be inadmissible for transportation expenses:

- Family visits that are related to custody arrangements.
- Medical appointments (e.g. doctor, dentist, alcohol/drug recovery, mental health therapy/counselling, etc.)
- Daily living errands (e.g. shopping, banking, etc.)
- Support workers/drivers to get to/from their home/place of employment to the place of providing support (e.g. mileage to get to/from the Passport recipient's residence, etc.).
- Cost associated with family vacations.

For more information on the Passport program guidelines changes and updates, please visit the ministry's website at:

<https://www.ontario.ca/page/passport-program-adults-developmental-disability>

Information about the Passport program, including videos, tip sheets and direct links to e-filing options can be found at:

<https://www.dsontario.ca/passport-program>



Claims Submissions

Please continue to submit your claims to keep your Passport budget amount updated, including claims for past years. Year end is March 31, 2022 and it will be here very soon. If you submit your Passport claims as you have them, instead of waiting to March 31, they can be processed sooner.

Are you looking to receive your reimbursement faster? Use Passport eCLAIM or MyDirectPlan (MDP).

eCLAIM allows you to complete a personalized fillable claim form and submit all of your Passport claims and receipts online using the eCLAIM website. Through your eCLAIM account, you can submit claims electronically, view your claim submission history and claim status. There are no costs associated to use eCLAIM. You can access eCLAIM, including resources on how to use the form, at: <https://www.dsontario.ca/passport-program/learn-about-passport-eclaim>

MyDirectPlan (MDP) is an online tool that allows you to submit your claims online through their website or mobile application. MDP also includes other tools to assist you with budgeting and managing your funds. Through your MDP account, you can submit claims electronically, review your claim submission history and claim status. There are no costs associated to use MDP. You can access MDP, including resources, at: www.mydirectplan.com

PSW Temporary Wage Enhancement

The temporary wage enhancement for the top up of \$3 per hour for your support workers is effective until **March 31, 2022**. Please continue to submit your claims for reimbursement through the regular process (eCLAIM, MDP, or other methods) for October 1, 2020 to March 31, 2022. All claims for hours worked in this time frame need to be sent in by **April 30, 2022** to have the top up paid for separately from your Passport funding amount. Claims sent in after that date, even for the eligible time frame, will be paid for in full from your Passport funding allocation. Please visit the ministry's website for updates on the temporary wage enhancement.

<https://www.ontario.ca/page/developmental-services-program-news-and-program-updates>

Sincerely,

Canopy Passport Team