

Understanding the Passport program and learning how it can help you live a more meaningful life in your community options

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Questions and Answers Summary

Application

1. How do you qualify for Passport funding?

Answer: In order to qualify for passport funding, you must first apply through your local DSO office and confirm that you meet all MCCSS requirements for Developmental Services.

2. At what age can you apply for Passport funding?

Answer: You can start the Application process through DSO as early as 16 years of age, however, are not eligible for MCCSS funded services, including the passport program, until you are 18.

3. How do you enrol in the Passport program?

Answer: Once you are confirmed eligible through DSO, you may request a referral to the passport program which will then be facilitated by your local DSO.

4. Do we need to include a void cheque with our Passport application?

Answer: The Passport agency will advise you of what documents are required to access funding.

5. Does the psychological assessment need to be completed prior to age 18?

Answer: A psychological assessment is required when applying to DSO to confirm eligibility requirements. Your local DSO will be able to better advise whether provided documents will be sufficient in confirming eligibility.

6. What is the process if we are put on a waitlist?

Answer: Allocations are based on the availability of funding. You are always welcome to contact your Passport Agency with any questions or concerns. When funds are available that Passport Agency will reach out to the client/caregiver around the next steps.

7. Where can I find information on how to complete the paperwork?

Answer: If you are applying to Developmental Services for the first time or want to update your service requests, please refer to the website www.dsontario.ca or call your local DSO for further information.

If you need assistance with completing your PassportONE package, contact your local Passport agency.

8. My son is turning 16 soon, I am planning to start applying for Passport funding for him. But I am planning to pursue further studies outside Ontario, which may last 4 years. What will happen to his application?

Answer: Part of the eligibility criteria for MCCSS funded resources, including passport funding, is that you are a resident of Ontario. You will have to update DSO once residing back in Ontario so that your file can be confirmed for eligibility again.

Passport program

9. What's the difference between Passport and Passport One?

Answer: Passport is the coordination program and is divided into 11 agencies that support clients with forms, referrals, information on local services etc. PassportONE is an administrative funding program that processes invoices for all Passport recipients in the province.

10. Does every person who qualifies for ODSP also qualify for Passport funding?

Answer: No, you need to have a diagnosed Developmental Disability to qualify for Passport funding.

11. Are Passport funds different from ODSP?

Answer: Yes, they are different. ODSP is an income program, whereas Passport is a reimbursement program for Community Participation Supports and Respite purposes.

12. Is the Passport program income based?

Answer: No, we do not look at a person's income.

13. Assuming that someone applies at age 16, will there be a gap between SSAH funding ending and Passport funding starting?

Answer: Unfortunately, this is not a yes or no question. It all depends when funding becomes available. You are encouraged to apply as early as possible to streamline the transition from SSAH to Passports.

14. If approved, will there be a delay in receiving Passport funding when someone turns 18?

Answer: See above

- 15. If I applied when I was 16 and confirmed eligible, do I need to contact DSO when I turn 18 in order to receive Passport funding?**

Answer: It is best to connect with your local DSO once 18 to ensure that your file is up to date and that your service requests have been confirmed.

- 16. Does funding continue past the age of 65?**

Answer: Yes. There is no age cap on Passport funding.

- 17. What is the difference between Passport supports and caregiver respite services?**

Answer: Passport is funding that can be used to purchase individualized supports, which can include respite services.

MCCSS also funds respite supports which are provided by agencies and are managed through a resource management process with DSOs.

- 18. Are hand written receipts accepted?**

Answer: No, we need the official receipt of invoice. The only time a hand written receipt will be accepted is for the support worker using the Passport invoice forms.

- 19. Is there currently a waitlist for Passport funding?**

Answer: Yes, there is a waitlist for a full Passport allocation and funding priorities are determined by the Ministry of Children, Community and Social Services.

- 20. Does Passport funding affect your income taxes?**

Answer: No, Passport is not considered an income so it does not affect taxes or ODSP.

- 21. Is the \$5000 indexed? Has it ever increased?**

Answer: The \$5000 allocation is a new process that started in the 2018-19 fiscal year and is an increase from the previous baseline allocation.

- 22. Please advise if the Passport program is being maintained or being changed by the Premier?**

Answer: At this time we have not received any information regarding the Passport program changing.

Funding

- 23. How long does it take to receive funding after submitting your application?**

Answer: Receiving your full funding allocation is dependent on when the application is approved for funds by MCCSS which is looked at individually and is based on funding availability.

24. How do you determine the amount of funding people receive?

Answer: Passport staff review the ADSS and SIS documents that were completed with a DSO Assessor. We review an individual's medical needs, behaviour support needs, government funded supports and the caregiver concerns that were shared at the time of the Application Package meeting or through any updates provided to the DSO.

25. What can Passport funding be used for?

Answer: It can be used for a number of Community Participation Supports and Respite. Please refer to the Passport Guidelines for a comprehensive list.

26. If people have questions about what is or isn't covered by Passport who should they ask?

Answer: They should call their Passport Agency to ask questions.

27. Do activities that are more than an hour away from home need to be pre-approved for funding reimbursement?

Answer: It depends on the activity. I would recommend checking directly with the Passport agency.

28. Are there programs for those living on a limited income that could pay for services upfront before the client receives reimbursement through Passport?

Answer: There are agencies that act as Transfer Payment Agencies and Service Agencies that pay for services, or bill directly to Passport. Speak to your Passport Coordinator about what is best for you and your situation.

29. How frequently are Passport payments made?

Answer: PassportONE processes invoices and makes payments every day from Monday to Friday.

30. Can Passport funding be used when private workers don't provide an invoice?

Answer: PassportONE can only issue payment if the support worker completes page number two of the invoice package, which acts as a receipt/timesheet for the worker.

31. Does a respite or support worker have to pay taxes on income from Passport funding?

Answer: We recommend that support workers contact Canada Revenue Agency about their tax situations.

32. How do I find a person centered planning service and is this covered by Passport?

Answer: Passport funding covers all Person Directed Planning up to \$2500 per year, as long as the planner is over the age of 18 and not a primary unpaid caregiver. They can look on Partners for Planning, Ontario Independent Facilitation Network or Connectability for resources.

33. Do we need to use a Transfer Payment Agency (TPA) or broker to manage funds? Can the caregiver manage the funds?

Answer: No, you do not need to use a TPA or Broker. The Caregiver or Client can manage the funds if they choose, which is called Self Administered.

34. What is the difference between a TPA and a broker?

Answer: A TPA is a Ministry approved agency that manages funds on behalf of a Passport recipient. A Broker is a privately hired individual who is over the age of 18 and not the primary caregiver that manages funding.

35. How do you find a TPA agency or broker?

Answer: Contact your local Passport Agency and they can provide you with this information as it varies region to region.

36. Can a TPA bill Passport directly?

Answer: Yes, TPAs can bill Passport directly.

37. If you are approved, is the \$5000 continued each year? Will the amount change?

Answer: If approved for Passport funding, it will automatically renew each April 1st for the same funding amount.

38. Who can be a broker? What is their role?

Answer: A Broker can be anyone over the age of 18 who is not the unpaid primary caregiver. They can support in the management of funds and submissions. Some brokers may support in arranging services and supports as well.

39. If someone decided on the self administered option, where is the money deposited to?

Answer: The funds will be deposited into the bank account that is provided when the funding documents are completed.

40. Is funding based on the family's income/financial resources?

Answer: No, Passport funding is not based on income or financial resources.

41. What is the maximum amount of Passport funding that an individual can receive in a year?

Answer: The maximum amount of funding an individual can receive is \$40,250.00. Receiving funding in this amount is rare, and is often due to someone having exceptional needs.

42. For the yearly allotted 10% for clerical, can this amount go over?

Answer: No, there is a maximum 10% allocated for Administration.

43. What is the criteria to get an increase on the \$5000?

Answer: Once an individual has had their provincial Application Package completed (ADSS/SIS), this information is forwarded to their local passport office for review of funding allotments/allocations. Priority for funding is based on an MCCSS tool that weighs out a variety of factors. Target groups for funding are also defined by MCCSS. It is important to keep your local DSO up to date on significant changes as this can impact on when you are prioritized for funding.

44. If you do not use all of your funds, will the amount be reduced the following year?

Answer: The amount does not get reduced, but we are unable to roll the funds over to the next year.

45. If it is determined that someone is receiving too much funding, can it be reduced or taken back?

Answer: Currently, the allocation of funds does not change and will be renewed for the same allocation the following year. Funds will be reduced if a client was receiving the Respite allocation and then goes into a government funded living circumstance or is living independently. The Respite allocation will then be removed.

46. The \$2500 limited for Person Directed Planning, is this a one-time limit or per year?

Answer: \$2500 is the annual limit for a Person Directed Plan. This is an annual cap.

Other

47. Can a support worker be anyone over age 18? Do they require certain skills?

Answer: A support worker can be anyone over the age of 18 who is not the unpaid primary caregiver. They do not require certain skills but it is recommended that they have training on how best to support the person.

48. How is payment for a support worker determined?

Answer: The client and support worker determine the rate of pay.

49. Can a parent, sibling, or friend claim themselves as a respite worker?

Answer: A support worker can be anyone over the age of 18 who is not the unpaid primary caregiver. A parent can not be a support worker, but a sibling or friend can as long as they are not the caregiver.

50. What is the process when someone's needs change? Upon contacting the DSO are we able to track to ensure the case is followed?

Answer: If/when there is a change in an individuals situation and/or needs, this needs to be communicated to your local DSO at which time they will update client file and share with appropriate passport office.

51. Can you have more than 1 designated support worker?

Answer: Yes, there is no limit to how many support workers you can have registered.

52. How are community participation and home respite care designated?

Answer: Passport funding can be used as a lump sum and used as the client requires. It does not need to be designated for separate services.

53. Can a worker only be paid for up to 8 hours a day even if they may work with the client more hours?

Answer: If a support worker is working over 8 hours a day this can be claimed.

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