



DAY PROGRAM AND VACATION FUNDING Guidelines for Completing Request for Funding Assistance

1. Ontario Federation for Cerebral Palsy (OFCP) Day Program and Vacation funding assistance is available to persons with cerebral palsy in the province of Ontario who are Individual Members of the OFCP. For more information regarding Individual Membership, please visit our website. www.ofcp.ca
2. The OFCP grants up to \$1,500 per person per year towards Day Program funding assistance AND \$1,500 per person per year towards Vacation funding assistance.
3. Please see the attached list of examples of eligible expenses that are covered by OFCP Day Program and Vacation funding assistance.
4. The request for financial assistance **cannot** be submitted **after** completion of the Day Program or Vacation.
5. **All supporting documentation must accompany the completed application. This includes:**
 - Cerebral Palsy Support Documentation from a doctor, occupational therapist, physiotherapist or healthcare professional.(not applicable if previously submitted to OFCP)
 - Current price quote in Canadian dollars
 - Copy of Day Program or Vacation application with description of benefits to applicant
 - Description and information regarding the Day Program or Vacation
6. **If any information is missing or the application is incomplete, the application will be returned for completion, potentially delaying processing.**
7. **The application period for submission of applications will be September 1 to June 1 annually.** Ability to fund all eligible applications received is conditional on availability of funds.
8. Please allow a minimum of four weeks to receive notification from the OFCP as to the status of the application. Applicants will be notified in writing of the committee's decision.
 - **After approval the OFCP must receive invoices or paid receipts within one month of the date that the applicant attended the Day Program or went on Vacation.**
 - **Applicants who are applying for funding for an on-going Day Program must submit invoices or paid receipts within one month of receiving approval notification from the OFCP**
9. The OFCP cannot provide additional funds to an already approved funding request. Once a funding request has been approved the amount of funds the applicant is eligible to receive is **final**.
10. Applicants are responsible for informing the service provider that funding is approved and for finalizing their Day Program or Vacation.
11. All decisions regarding funding applications by the OFCP Day Program and Vacation funding assistance committee are final.

FREQUENTLY ASKED QUESTIONS

OFCP Day Program and Vacation Funding Assistance

What expenses qualify for Day Program and Vacation funding assistance?

Please see the attached list of examples of expenses that are eligible for OFCP Day Program and Vacation funding assistance. Some exceptions may apply and applications will be approved on an individual basis.

Do I (or my child) need to be a member of the OFCP to access Day Program or Vacation funding assistance?

Yes. The individual requesting funding must be an Individual Member of the OFCP who has cerebral palsy. To find out more about how to become an Individual Member please visit our website, www.ofcp.ca

I am part of a member group, do I still need to become an individual member?

Yes. In order for the OFCP to create a file that will enable you to access funding you must register as an individual member of the OFCP even if you are already part of a member group.

What age of individual is eligible?

Individuals of **all ages** are eligible for Day Program and Vacation funding assistance through the OFCP.

Will submitting an application prior to the deadline guarantee funding?

No. Funding will be released on a first come first serve basis. Once all funds have been committed no more funds will be released for that fiscal year.

What is the maximum amount of funding available per person?

Individual Members may apply for **up to** \$1,500 towards Day Program funding assistance and **up to** \$1,500 towards Vacation funding assistance per person per year. The actual amount of funding approved may vary based on the cost of the activity you have chosen and the availability of funds at the time your request is received.

If there are multiple Individual Members of OFCP in my family can we all apply for funding?

Yes. Multiple family members may apply for funding provided that **each applicant has cerebral palsy** and is an Individual Member of the OFCP. Each Individual Member from the same family must submit a separate application.

Can I apply for funding for more than one Day Program or Vacation?

Yes. Provided that the combined total for each funding assistance category (Day Program or Vacation) does not exceed \$1,500. You must submit a separate application for each of the Day Programs and Vacations you wish to attend.

Can I request funding for medical/ therapeutic treatments?

No. OFCP Day Program and Vacation funding assistance does not provide funding for therapeutic or medical treatments. Please see the attached list for examples of eligible expenses.

Can the OFCP grant funding for our family vacation?

The OFCP Vacation funding may only be used towards the vacation costs for your family member who has cerebral palsy. The OFCP grant is intended to assist with the additional costs associated in travelling with cerebral palsy, the OFCP will not grant funds for costs associated with family members who do not have cerebral palsy.

How do I receive funds once the OFCP has approved my application ?

When your application has been approved the OFCP will notify you in writing. **You MUST submit invoices or receipts to the OFCP to receive the funds that you were approved for.** To access your funding you must complete one of the following options:

OPTION ONE:

You may submit an invoice to the OFCP from the Day Program or Vacation provider. The OFCP can then make direct payment to the Day Program or Vacation provider of your choice. If the program costs exceed \$1500 you will be responsible for paying the balance of the program fees.

OPTION TWO:

You may pay for the Day Program or Vacation provider yourself and submit paid receipt(s) to the OFCP. The OFCP will then release the funds that you were approved for directly to you. If the program costs exceed \$1500 you will be responsible for paying the balance of the program fees.

With both payment options you MUST submit your invoice/receipt within one month of your participation in the Day Program or Vacation.

Can I apply for OFCP Day Program funding assistance for a day program that I am already attending?

Yes. If you are attending a Day Program on an ongoing basis you may still apply for funding from the OFCP. **You must submit your invoices or receipts within one month of date that your application is approved by the OFCP.** You may not submit receipts for program fees paid **PRIOR** to the date that the OFCP approved your funding request.

When will I know if I was approved for funding?

The OFCP funding approval committee meets regularly to review funding applications. Please allow a minimum of 4 weeks for the OFCP to process your application.

How soon will I get my funding once I am approved?

Generally, once the OFCP has received paid receipts or invoices it takes up to six weeks for payment to be processed. The OFCP cannot start to process payment until paid receipts or invoices are received.

Can I apply for funding from other sources while applying to OFCP Day Program and Vacation funding assistance?

Yes. The OFCP encourages applicants to pursue all funding that is available to them while applying for funding from the OFCP.

How do I submit my completed application?

Please mail the completed application form to:

Note: Faxed or scanned application forms will not be accepted.

OFCP DAY PROGRAM and VACATION FUNDING ASSISTANCE

Suite 104 - 1630 Lawrence Avenue West

Toronto, Ontario

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I have more questions, where can I go for help?

Please contact our office directly if you have any additional questions or require assistance

416-244-9686, ext. 223 Toll Free 1-877-244-9686, ext. 223

Email: vacp@ofcp.ca or dayp@ofcp.ca

Website: www.ofcp.ca

EXAMPLES OF ELIGIBLE EXPENSES

Day Program:

- ✓ Community Activities,
 - conferences, community workshops, events, etc.
- ✓ Physical Activities
 - yoga, swimming, martial arts, dance, sailing, horseback riding etc.
- ✓ Attendant care (while attending approved activity)
- ✓ Program fees
- ✓ Transportation
- ✓ Literacy programs
 - community based education
 - reading, writing, math
- ✓ Transitional/ life skills training
- ✓ Employment programs
- ✓ Tutoring
- ✓ Computer programs

Vacation:

- ✓ package excursions
- ✓ camps
- ✓ cruises
- ✓ accomodation
- ✓ all inclusive packages
- ✓ attendant care (while on vacation)
- ✓ transportation
 - accessible vehicle rental, scooter/wheelchair rental, flights, train/bus