



## **DAY PROGRAM FUNDING ASSISTANCE**

### **Guidelines for Completing Request for Financial Assistance**

1. Ontario Federation for Cerebral Palsy (OFCP) Day Program 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](http://www.ofcp.ca)

2. The OFCP will provide up to \$1,500 per person per year for Day Program Funding Assistance.

3. Please see the list of examples of eligible expenses that are covered by OFCP Day Program Funding Assistance.

4. The request for financial assistance must be submitted **prior** to the activity/program commencing or **during** the time the program is taking place. It **cannot** be submitted after completion of the program.

5. **All supporting documentation must accompany the completed application. This includes:**

- Cerebral Palsy Support Documentation (from doctor, occupational or physiotherapist, health professional)
- Current price quote from Ontario based providers (some exceptions may apply)
- Letters from other sources of funding that have been accessed or denied
- Copy of day program application with description of benefits to applicant
- Description and information regarding the day program

6. **If any information is missing or the application is incomplete, the application will be returned for completion, potentially delaying the process for assistance.**

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 first attended the program.**
- **For applicants who are applying for funding for an on-going day program they 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.

- Applicants must sign the invoice before submitting to OFCP for payment.

11. All decisions, regarding funding applications, by the OFCP Day Program Funding Assistance Committee are final.



## DAY PROGRAM FUNDING ASSISTANCE FREQUENTLY ASKED QUESTIONS

### **What is a Day Program, what expenses qualify for Day Program funding assistance?**

A Day Program is a structured environment with scheduled activities and exercises. Day programs are educational and/or recreational in nature and help an individual learn new skills. Please see the attached list of examples of expenses that are eligible for Day Program 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 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](http://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 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 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?**

Yes. Provided that the combined total does not exceed \$1500. You must submit a separate application for each day program.

### **Can I request funding for medical/ therapeutic treatments?**

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



## DAY PROGRAM FUNDING ASSISTANCE FREQUENTLY ASKED QUESTIONS

### 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 signed invoices to the OFCP from the day program you wish to attend. The OFCP can then make direct payment to the day program of your choice. If the costs exceed \$1500 you will be responsible for paying the balance of the program fees.

#### **OPTION TWO:**

You may pay for the day program yourself and submit signed receipts to the OFCP. The OFCP will then release the funds that you were approved for directly to you. If the program exceeds \$1500 you will be responsible for paying the balance of the program fees..

**With both payment options you MUST submit your invoice/receipts within one month of commencement of the day program.**

### 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.

### Can I apply for funding from other sources while applying to OFCP Day Program 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:

OFCP DAY PROGRAM FUNDING ASSISTANCE  
1630 Lawrence Avenue West  
Suite 104  
Toronto, Ontario  
M6L 1C5

**Please note:** Faxed application forms will not be accepted.

### 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](mailto:vacp@ofcp.ca) Website: [www.ofcp.ca](http://www.ofcp.ca)



## DAY PROGRAM FUNDING ASSISTANCE EXAMPLES OF ELIGIBLE EXPENSES

- Community Activities,
  - conferences (excluding the OFCP annual conference), 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
- Scheduled day program activities

**Please include information about the Day Program you wish to attend in your funding assistance application. For example: program pamphlets, schedules, instructor credentials, course/class descriptions, organization information, etc.**

**Please Note: therapeutic and rehabilitative programs are NOT covered**

**Some exceptions may apply to be approved by the committee on an individual basis**