

BEFORE SUBMITTING YOUR APPLICATION

- The fund is limited to \$1000.00 CAD per client per fiscal year **(April 1st, 2019 to March 31st, 2020).**
- Funding limits and criteria are subject to change at any time. Without notification
- This fund prioritizes eligible clients and families who have urgent needs.
- *Funding maximums also exist for each category* Only equipment that falls under “client safety” can be considered for up to \$1500.00 CAD per fiscal year
- **The maximum level of funding will not be available to all of our applicants.**
- Each application may be for only 1 client. If there are multiple clients in one family, please submit individual applications
- If you are submitting on behalf of siblings, please note:
 - Each sibling must be an active registered client under the age of 19.
 - You must submit an individual application for each sibling.
 - Only 1 application for equipment that will be used by multiple clients in the same family may be submitted for review.
 - Each client’s application form must include a request for separate items/services.
- The family support fund will decline applications for funds for any items or services that do not meet the funding categories described in the application form. **See pg. 4 “Funding categories”**
- Requests for rental/lease payments of equipment or items will be declined- as they do not qualify.
- Unique equipment that was approved by the family support fund in previous fiscal years will not be approved a second time.
- Applications submitted requesting further funding to a unique item that was already previously approved will be declined. **All scores are final unless the applicant’s situation or circumstances have changed since submitting the application.**
- **Incomplete applications (Missing documents, missing pages, missing signatures) will be declined**
- You will receive a decision letter within **6-8 weeks** from the date we receive your **completed** application form

AFTER YOU RECEIVE YOUR DECISION LETTER

- Any approval given by the family support fund applies only to the item/service in the quote. (For example, if an application was approved for a walker from Motion Specialties, we will not accept an invoice/receipt from Toronto Orthopedics).
- The quotes and their invoices/receipts must match. **Vendors ONLY** may fax, mail or email their invoices in for direct pay.
- Funds are available for a limited amount of time. Please carefully note the expiry date on your approval letter and make sure you notify your vendor/social worker/other healthcare provider of the approval and dates. If you wish to extend the funding deadline you must contact the family support fund administrator prior to the funding expiration date. It is important to note that we will do our best to accommodate these requests, however an extension of funding deadline is not guaranteed.
- Funding for at home respite is on a reimbursement basis only to the family. We cannot pay respite workers directly. For all reimbursements, you must submit your original receipts (no photocopies and faxed copies). If your original receipt was attached to the application: as soon as you receive your decision letter, please call us and confirm that you submitted your original receipt with the application.
- When a reimbursement is initiated a cheque in the approved amount will be mailed to the caregiver’s provided address.

Mail, fax or drop off this application form to:

**Family Support Fund
Holland Bloorview Kids Rehabilitation Hospital
150 Kilgour Road
Toronto, ON M4G 1R8
Fax: (416) 425-6376 Tel: (416) 425-6220 ext. 6303**