

Madawaska Valley

Association For

Community Living

**POLICY: PASSPORT PROGRAM**

**PAGES: 4**

**REVISED:**

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**CATEGORY: SERVICE DELIVERY**

**Policy Statement**

Passport is a program that helps adults with a developmental disability be involved in their communities and live as independently as possible by providing funding for community participation services and supports, activities of daily living and person-directed planning. The program also provides funding for caregiver respite services and supports for primary caregivers of an adult with a developmental disability.

As we continue our work with people to develop and pursue their Person-Directed Plans, MVACL will integrate Passport funding into our existing operations to provide a wider range of supports to the people that we serve. .

**Goals**

**It is our aim to:**

* Foster independence by building on individuals’ abilities and developing community participation, social and daily living skills.
* Increase opportunities for participation in the community with supports that respect personal choices and decision-making, and help people achieve their goals.
* Promote social inclusion and broaden social relationships using community resources and services available to everyone in the community.
* Support families and caregivers of an adult with a developmental disability so they can continue in their supportive role.

**Principles**

* Person-centered/directed – services and supports build on individuals’ strengths and are responsive to their preferences, needs and values.
* Choice and Flexibility – individuals identify and participate in activities that are meaningful to them.
* Fairness and Equity - funding amounts are based on a provincial application and needs assessment process and funding formula.
* Accountability – individuals, families and service delivery agents must use PassportONE funding for its intended purpose and comply with spending rules and reporting requirements.

**Passport Administration Procedures**

The changing demands and service needs determined by people we support, their families and the Association have a direct impact on employee roles, schedules, responsibilities and work locations. MVACL remains flexible and open to the introduction of new and re-organized service structures to meet these changing needs.

Where a parent or a representative of a supported person, or a supported person herself/himself enters into a written or verbal agreement with MVACL for the provision of supports or services, MVACL shall only use bargaining unit members to provide such supports or services.

Passport Shifts (funded via Passport) shall only be allocated to bargaining unit members. Passport Shifts may be rescinded should funding cease.

Passport Shifts will be entered into ComVida as “Passport”. The pay code will be “Passport” and the scheduled hours to and from (07:30-15:00) and the total hours (7.5). The Unit will be entered for the Person Supported (MS) (*this will inform Finance who to be submitting the invoice under for remittance)*

Each Manger and DSS will help manage the Consented Supported Person’s Passport Funding. Once we have received the letter from MOD consenting their funding, the DSS Planner will assist in planning a budget in alignment with the goals and principals of the Passport program promoting social inclusion and fostering independence.

\*Note\*

Please see the Temporary Changes to Passport Funding COVID 19

They have temporarily expanded the Guidelines

**Support/Service Hours:**

*These include PDP plans*

Employees are required to complete a “Worker Form” to register them with March of Dimes, so that they are recognized.

Action Plans will be developed with the Team and the Manager. Support will be provided with the Supported Person’s wants/needs as the first priority. Shift hours within the house will then be posted.

Action Plans will be brought to the weekly Management meetings, where they will be discussed. A list of the available shifts will be determined and posted.

Passport shifts/back filled shifts will be posted on an Available Shift List *bi-weekly*. Eligible Employees will submit their requests by the deadline indicated. Shifts will be granted by *seniority* and **will not put the Employee into any OT**.

These Passport Shifts will be entered on ComVida and will be included in the Employee schedule, which will then be transferred over to Payroll for the regular bi weekly payment. The Employee will receive their Passport hours directly from us and are subject to statuary remittances (*Tax, EI and CPP, WSIB and union dues*).

In the event an action plan is cancelled or rescheduled, reporting pay will be provided where applicable. Affected staff **may** take vacation or go to the top of the list for available shifts.

After every pay period, Finance will upload an invoice through the TPA portal on Passport ONE for reimbursement of support hours for the individual that was supported.

This invoice will include the hourly wage and the employer portion of the statutory remittances.

**Expenses**

MVACL will be providing the funds for approved purchases directly using the Credit Card, Cheque or cash

**All expenses require receipts (no exceptions)**

Some items may need pre-approval. This will be the responsibility of the Manager and DSS to contact MOD.

**Items/product purchases**

A Purchase Order will be required and approved by the Manager. In the *Purchase Order Book please preface the PO# with a P and in the Program line please use the Initials for the Person Supported. If you do not have a total that is fine it can be put in after the purchase has taken place*.

If these purchases are to be ordered by the Finance Department the PO will include the specific details as to what they are ordering and the only accepted shipping will be to the office address. No pickup in store etc.

If the DSS or Manager are doing the ordering using another mode of payment or using the CC following the procedures above, an approved PO and a copy of the receipt of purchase are given to the Finance Department.

Finance Department will match up the PO/Invoices with the monthly statement and then provide an invoice to MOD for reimbursement.

**Action Plan Forms**

Must include all the multiple receipts regarding the plan, which will contain the approval initials and the named person supported.

**Out of Pocket Expenses**

**Expenses incurred by the Support Worker while providing support**

Meals, transportation, and activity fees all require receipts with approved initials and initials of the person supported before reimbursement can happen.

**Transportation**

Gas reimbursement requires a receipt from the Gas Station approval initial and the Person Supported initials

Mileage reimbursement requires an invoice for the kilometers driven, made out to the person supported and approved and signed by the manager.

Reimbursement for taxi, bus or other public transit requires a receipt either on the back of a business card or a handwritten receipt from the driver. Receipt to include the initials of the person supported and approval signature of the manager.