

Madawaska Valley

Association For

Community Living

**POLICY: PASSPORT PROGRAM**

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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 support 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 support 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 themselves enters into a written or verbal agreement with MVACL for the provision of supports or services, MVACL shall use bargaining unit members to provide such supports or services as well as outside resources, who will invoice MVACL directly for their hours.

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

**Support/Service Hours:**

*These include PDP plans*

Action Plans will be developed with the Team and the Manager. Support will be provided with the Supported Person’s wants/needs as the 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 submit an invoice to the Passport Administrator to upload through the TPA portal on Passport ONE for reimbursement of support hours for the individual that was supported.

**Outside Resources/Service Hours**

Action Plans will be developed with the Team and Manager. Support will be provided with the Supported Person’s wants and needs as the priority. The outside resource will provide the service hours that have been planned, and provide an invoice to the DSS, Manager and the Independent Facilitator for approval.

The invoice and approval will then be sent to Finance for payment via cheque (cheques are produced twice monthly on the 15th & 30th). These invoices need to be submitted a minimum of two days prior to the cheque writing timelines.

A copy of the invoice and approvals also goes to the Passport Reception for upload through the TPA portal on PassportONE for reimbursement of support hours for the individual that was supported.

**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, DSS and Independent Facilitator to contact March of Dimes (MOD).

**Passport Purchase Requests**

A Passport Purchase Request will be required and approved by the DSS, Manager and Independent Facilitator. 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.

When these purchases are to be ordered by the Passport Receptionist, 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. The Passport Purchase Request is to be completed with the Passport Category (example: Live Event Tickets) and the approvals from the DSS, Manager and Independent Facilitator.

When purchasing Live Event Tickets where there are specific requests, the DSS will work with the Passport Receptionist to complete the purchase.

Once the Passport Purchase Request has been purchased, Passport Receptionist will provide Finance with the original invoice/receipt along with a copy of the Passport Purchase Request.

Passport Receptionist will then invoice PassportONE with the information from the PPR for the purchase.

Finance will then match invoices and PPR’s with the Credit Card statement and submit payment.

**Passport Expense Forms**

Out of Pocket Expenses must include all the multiple receipts for the expenses (example; parking, meals, etc.) for the Passport Plan. This form is to be completed with Passport Categories and approvals and then given to the Passport Receptionist for reimbursement and submission to PasportONE.

Only approved Passport Hours accompanied by an approved Action Plan may submit Passport Expenses.

**Mileage**

The use of the Monthly Mileage Tracker will be used to submit Mileage invoices to PassportONE.

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 attached to the Passport Expense Form (see above).