

**FREQUENTLY ASKED QUESTIONS:
Financial Responsibilities, Annual Financial Plan, Fees and Other Charges
For Adults Supported in Group Homes in Developmental Services**

Last Updated April 2024

1. What is an Annual Financial Plan (AFP)?

Each person supported in a developmental services group home must have a signed Service Agreement (SA) with the service provider organization (Service Provider).

Within the SA, the individual's Annual Financial Plan (AFP) is included, which is updated at least annually. The AFP outlines the financial responsibilities of all parties involved - Service Provider, individual and their advocate.

2. What are the financial responsibilities within the SA, in accordance with the AFP?

The financial responsibilities of all parties involved include:

- The person supported if between ages 18 and 65 will receive, if deemed eligible by the Ontario Government, a Personal Needs Allowance (PNA) and Institutional Rate (the "Cost of Care") monthly from the Ontario Disability Support Program (ODSP). ODSP amounts are set by the Ontario Government.
 - If the Service Provider is not the individual's ODSP Trustee, the person supported or their advocate will pay the Cost of Care and other charges per the AFP to the Service Provider every month in return for the individual residing at and being supported by the Service Provider-operated group home.
- Prior to the individual turning age 65, the Service Provider will initiate the process to apply for Old Age Security (OAS) support for the individual.
 - For individuals of age 65 and above, they will receive OAS and will pay the equivalent Cost of Care amount and other charges per the AFP to the Service Provider every month in return for the individual residing at and being supported by the Service Provider-operated group home.
- Any other tax credits or social assistance amounts received by the individual will be transferred to the Service Provider; if the Service Provider is the trustee for the individual's funds, the Service Provider files their annual tax return.
- The person supported or their advocate acknowledges that the individual will pursue extended health plans if available to them to help offset eligible healthcare costs.
- To better enable support and resource planning, the person supported or their advocate will inform the Service Provider of any income and/or assets in place to benefit the individual.

Note – Cost of Care is determined by the Ministry of Children, Community & Social Services via ODSP.

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3. What types of charges, costs and/or other fees are anticipated in the AFP?

Medical services/supplies	Any portion not covered by ODSP or any extended health or insurance benefits.
Assistive devices	Any portion not covered by ODSP, the assistive device program, or any extended health or insurance benefits.
Dental services/supplies	Any portion not covered by ODSP or any extended health or insurance benefits.
Psychological/psychiatric services	Any portion not covered by ODSP or any extended health or insurance benefits.
Contribution towards staffing accompaniment costs during hospital stays	Any portion not covered by operating funds, other charitable or government funding sources and/or for requested staff accompaniment.
Personal Needs Allowance (PNA)	Deposits to the PNA account include the monthly ODSP Personal Needs Allowance; expenditures from the PNA account include discretionary spending by/for the individual and the monthly T&P fee; <ul style="list-style-type: none"> • A record of deposits to, and purchases/spending made from the PNA account is maintained by the Service Provider
Expenditures to support the continuity of activities, or activities of preference identified in the person's ISP	Any portion not already covered by operating funds or other charitable or government funding sources.
Expenditures related to changes in support needs, necessary to support the individual or to maintain their quality of life	Any portion not already covered by operating funds or other charitable or government funding sources.
Accommodation fee	Contribution towards residence repairs, maintenance, upgrades; <ul style="list-style-type: none"> • Current accommodation fee for adults in group homes as at April 1, 2024 is \$500 per month; updated annually.
Other occupancy	Contribution towards occupancy and other costs of living such as utilities, insurance, food/special diet, supplies; <ul style="list-style-type: none"> • Current other occupancy cost for adults in group homes as at April 1, 2024 is \$695 per month; updated annually.
Transportation and participation fee (T&P)	Includes: internet fees and up to two cable/streaming subscriptions; all transportation costs – includes Service Provider owned/operated fleet (insurance, gas, maintenance), public transition and mobility plus, medical transport service, other transportation/reimbursement; Community Participation Supports program fees; in-home activation supports/activities/supplies; use of Service Provider therapeutic amenities (therapy pool, Snoezelen spa, sensory space, gym), up to \$20/month in entertainment costs (eg. movie/event outing). <ul style="list-style-type: none"> • Current T&P fee for adults in group homes as at April 1, 2024 is \$70 per month; updated annually.
Other services or supports	Any portion not covered by operating funds or other identified source of funds.
NOTES:	<ul style="list-style-type: none"> ○ An annual clothing allowance of \$400 per person is provided by the Service Provider ○ Purchase/replacement of Service Provider fleet (vehicles) is not supported by government operating funds ○ Capital costs are not covered by operating funds

4. What is the Passport Program and how do passport funds work for adults in group homes?

Passport is a program that helps adults 18 years or older with a developmental disability to participate in their communities and live as independently as possible.

Passport is a reimbursement program where people and families submit invoices and receipts for admissible expenses. Then admissible expenses are reimbursed up to the amount of the annual funding allocation. Passport is funded by the Ontario Government.

Adults who have been confirmed eligible and have completed a needs assessment with Developmental Services Ontario may request passport funds.

The Ministry of Children, Community and Social Services determines the eligibility for passport fund allocations to adults supported and the annual level of passport allocation to each individual.

The individual or their advocate may administer their passport funds, or they may elect to have the Service Provider administer passport funds on their behalf.

The person, persons or entity that administers passport funds agrees to take on recordkeeping, record retention and financial accountability/stewardship responsibilities.

The Ministry of Children, Community and Social Services sets the criteria for eligibility of passport fund expenditures.

The administrator of an individual's passport funds (the individual, their advocate, or the Service Provider if elected) must complete and submit reimbursement claims for eligible passport expenses.

Passport claims are to be submitted to the local passport office which supports the region in which the individual resides. It is the local passport office which makes the final decision regarding eligibility of claimed expenses and reimbursements.

5. What is the Recreation & Wellness Program, and how do the fees work?

The Recreation & Wellness Program is a fee-for-service program intended to enhance and enrich the quality of life for persons supported in Developmental Services; a broad range of activities and events is offered each month by a dedicated team of recreation professionals.

Participation in Recreation & Wellness Program activities is open to adults living with developmental disabilities; individuals living in group homes, and individuals supported in the community (by their families, advocates, or other non-residential supports) are welcome.

A monthly calendar of Recreation & Wellness activities and events is available on the Service Provider's website and program offerings are also available via MyCommunityHub. Registration can be done by contacting the Service Provider directly, or via the MyCommunityHub website.

As a fee-for-service program, Recreation & Wellness Program participation is typically paid for by individuals using their passport funds, although in some cases individuals and their advocates may also choose to pay using other sources of funds available to them (such as Personal Needs Allowance).

Participants can choose a pay-per-use or the annual subscription fee model.

Under the annual subscription fee, there are currently 3 subscription levels available. Individuals or their advocates who elect for the subscription model receive information about the levels of service available and may consult with the Service Provider about what subscription level may be right for the individual based on their interests, engagement, availability, passport allocation and other considerations.

Individuals attending from other group homes or from the community generally require their own support accompaniment.

To learn more about the pay-per-use or subscription fee pricing, please contact the Service Provider directly.

The Recreation & Wellness Program is a voluntary (optional) service was first piloted in 2023, and has advanced the offering of recreation, socialization, wellness, choice and inclusion opportunities to improve the lives of persons living with developmental disabilities.