



Guidelines for Completing Request for Financial Assistance

1. The Ontario Federation for Cerebral Palsy Assistive Devices Funding Program is available to persons with cerebral palsy in the province of Ontario and who have a valid Ontario Health Card. The level of funding assistance may vary based on the cost of the item and the availability of Ontario Federation for Cerebral Palsy funds at the time the request is received. The OFCP Assistive Devices Funding Program is funded through the Ontario Federation for Cerebral Palsy fundraising activities and from donations from members of our communities.
2. The request for Financial Assistance must be submitted prior to the equipment/items/material being ordered or purchased. Labour/installation, delivery, therapy or assessment costs are not funded. Please ensure the quote does not include these costs. Home renovations and vehicle modifications are also not funded.
3. All supporting documentation must accompany the completed application. This includes:

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| T | Cerebral Palsy Support Documentation (from doctor, occupational or physiotherapist) |
| T | Copy of ADP approval or completed 'ADP Approval Confirmation Sheet' (for ADP approved items) |
| T | Health professionals (ie: occupational or physiotherapist) current authorization for all requested items |
| T | Two current price quotations from Ontario vendors (except when the item is a highly specialized custom design or in communities where only one vendor is available) |
| T | Letters from other sources of funding that have been accessed or denied (ODSP, Employer Extended Health, Private Insurance, etc.) |
| T | Statement of Account / Invoice for leased equipment |

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

5. Maximum funding is up to \$2,500.00 per year per person (not to exceed 25% of total cost per item). One piece of equipment per application will be accepted for each request.

6. 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.

7. The Ontario Federation for Cerebral Palsy will only fund items on its current list of approved items. OFCP will not cover ongoing costs or activities such as monthly rental fees, therapy expenses or repairs. Funding for Home Accessibility Aids and Bathing & Washroom Aids is for applicant's primary residence only.

8. The Ontario Federation for Cerebral Palsy will fund up to 25% of the annual leasing cost for Augmentative Communication Equipment, not to exceed \$200.00 per year per person. The grant would be available for one year only and a new application for financial leasing assistance would have to be made each year.
9. Applicants are to access all other sources of funding available to them, prior to requesting funds from the Ontario Federation for Cerebral Palsy.
10. The Ontario Federation for Cerebral Palsy Funding Committee will meet once a month to review submitted funding requests. Applicants will be notified in writing of the Committee's decision. Upon approval, the process has to be commenced within 4 months. If this has not taken place, and the OFCP has not been notified as to the status of the request, the funds will be directed towards another funding application and the request will no longer be active. The applicant will be advised to reapply.
11. No additional funding for the same piece of equipment will be provided after the Ontario Federation for Cerebral Palsy funding is approved if other agencies have not fulfilled their approval of funds or changed their funding criteria; the quote provided was not current; items were missed in the quote; increase in size of item; additional items required for equipment.
12. Applicants are responsible for informing the therapist that funding is approved and for ordering the equipment. Applicants must sign the invoice upon receiving the equipment. Payment is paid to the vendor directly and not to the applicant.
13. Complete the authorization to release information by stating the vendor to whom the Ontario Federation for Cerebral Palsy is to release the notification of approved funding.
14. If an invoice is received and **the date of delivery is noted to be prior to approval** given by the Ontario Federation for Cerebral Palsy, then it does not fit Ontario Federation for Cerebral Palsy's criteria. Funding approval is not valid, the applicant will be responsible for the full amount to the vendor.
15. All decisions, regarding funding applications, by the Ontario Federation for Cerebral Palsy Funding Program Committee are final.

Please return the completed form to:

OFCP ASSISTIVE DEVICES FUNDING PROGRAM
1630 Lawrence Avenue West
Suite 104
Toronto, Ontario
M6L 1C5

