

Passport Administration Options – Information Sheet

You can choose the way you wish to manage your funding. There are 3 options:

1. Your funding can be paid directly to an adult developmental services agency of your choice that is funded by the Ministry of Community and Social Services (MCSS) to provide you with the service you want. This option is called Agency Services.

- This means that you choose one or more Ministry funded agencies that you want to provide your service. The agency will invoice Contact Hamilton after they have provided the service and Contact Hamilton will reimburse the agency or agencies directly (you do not have to manage any of the funding – the agency does this on your behalf).
- You can meet with any of the Ministry funded agencies in your community and tell them about the kinds of services and supports that you would like to have. Each agency will tell you if they can provide the service you want and how much that service costs. You decide if you want that service or not.
- If you choose this option, you and your chosen agency/agencies will need to complete a Passport Agency Services Agreement. This agreement is available from the agency.

2. You can manage your funding directly. This option is called Self-Directed funding.

- This means that you will receive the funding directly.
- Some of the main responsibilities you will have include but are not limited to: hiring and supervising your workers, keeping track of expenses and sending in reimbursement claims on a regular basis to Contact Hamilton for reimbursement and developing and managing your service/support plan.
- To help with the work associated with managing your funding directly, you are able to use up to a maximum of 10% of your funding to purchase supports that can help you manage your funding. You can have anyone help you manage your funding. Please see the Guide to Self-Directed Passport Funding booklet for details.

3. You can do a combination of Agency Services and Self-Directed.

In this case, depending how you split up your funding, you will have to abide by both.

If you have any questions, please call our Passport Administrator at 1-866-288-9659.

We are here to help.

PASSPORT FUNDING OPTIONS:

FREQUENTLY ASKED QUESTIONS AND ANSWERS RE: TYPES OF PASSPORT FUNDING

	Self Directed	Agency Services
Who is the funding given to?	Funding is paid directly by Contact Hamilton to the person/family to reimburse admissible Passport expenses up to the approved maximum allocation.	Funding is paid directly by Contact Hamilton (on your behalf) to the Ministry funded agency that you choose to reimburse admissible Passport expenses up to the approved maximum allocation.
Is there help with managing self directed funding?	The person/family can use up to 10% of their funding to have someone help them manage their funding if they choose. The person or agency that provides this type of support is called a “broker”. This is optional.	Not applicable
Is there a funding agreement that must be signed?	You must sign a funding agreement with Contact Hamilton before the funding can be released.	You must complete a Passport Agency Services Agreement with the agency and send that agreement to Contact Hamilton before the funding can be released. You may also need to sign a service agreement with the agency.
What can I purchase with my funding?	Please refer to the list of admissible expenses. If you are in doubt, check first by calling Contact Hamilton to avoid disappointment.	The Agency is responsible for providing the support that you agreed to.
Where can I purchase my supports from?	You can purchase your support from almost anywhere (neighbours, family members, private service providers, ministry funded agencies etc.) as long as the service meets the intent of the funding and the expense is considered admissible.	You must purchase your support from a Ministry of Community and Social Services funded adult developmental services agency. You can purchase your services from more than one agency. The agency provides the support according to the plan you agree to. We have a list of Ministry funded agencies for you.
Where can I get information about various service providers?	It’s up to people and their families to explore any private options that may be of interest to them. A list of private providers that we know about is available for your information, however, it is important to note that we cannot endorse any private provider. It is up to the person/family to do their research and make their decisions about the best services/supports for them. If you would like this, please let us know.	Please refer to the list of Ministry of Community and Social Services funded agencies that you can contact.
How do I get my funding?	On a regular basis, people/families will submit receipts and invoices to Contact Hamilton for reimbursement. Contact Hamilton reviews all receipts to make sure that the expenses are admissible then issues a payment. This is done on a regular/predictable schedule. Payment is made through Direct Deposit.	On a regular basis, the agency will submit an invoice to Contact Hamilton for reimbursement. Contact Hamilton reviews the invoice to make sure that the expenses are admissible and then issues a payment.