

Family Directed Respite Funding: Guidelines and Application

April 1, 2024 - March 31, 2025

The FDR funding application process opens on Monday February 5, 2024 and closes on Friday March 1, 2024. Applications received after the deadline will not be accepted. Incomplete applications will not be accepted.

Family Directed Respite (FDR) funding is a reimbursement program provided by the Ministry of Children, Community and Social Services, intended to assist families who are **not currently connected to Ministry funded respite/camp programs**, to develop and direct their own unique respite plans.

Family Directed Respite funding is administered on behalf of the Toronto Respite Network via Geneva Centre for Autism.

Eligibility:

- Child must be diagnosed with an Autism Spectrum Disorder (ASD)
- Child is eligible from the age of 2 until their 18th birthday
- Child must reside with a caregiver and be a permanent resident of Toronto
- Families accessing Ministry funded respite/camp programs **are not** be eligible for FDR funding. If you have questions about the programs you are currently accessing or plan to access, please contact them directly to inquire about the funding they may receive.

FDR will cover:

NOTE: There have been changes for the 2024 - 2025 funding year regarding the types of respite activities FDR funding will cover.

- You can use these funds for respite services attended April 1, 2024 to March 31, 2025
- Camp fees to a limit of \$750/week (exceptions may be considered if 1:1 staffing support is included in program fees)
- Respite program fees to a limit of \$150/day
- Staffing support in a respite activity (in a camp, respite program, social group, recreational group, specialized class or lesson) to a limit of \$25/hour. Workers must be 18 years or older and live outside of the family home
- Activity fees for social groups, recreational groups, specialized classes, lessons (piano, swimming, karate etc.)

FDR will NOT cover:

- 1:1 staffing support at home (NOTE: This is a change from last year)
- Meals, busing, uniforms, or other costs associated with the respite activity
- Assistive devices or equipment
- Daycare fees
- Membership fees, administrative fees, registration fees
- Activity costs as part of the respite program (i.e. field trip costs)
- Tutoring, therapy or therapeutic recreational programs (ABA, IBI, OT, SLP, PT)
- Transportation to and from the respite activity
- Home care or cleaning costs

Family Directed Respite Funding: Guidelines and Application

April 1, 2024 - March 31, 2025

Important information:

- There is a limited amount of funding per year to serve many families
- Eligible applications will be placed in a pool, and successful applicants will be chosen by **lottery**
- Lottery selection will not be completed until after the application deadline has passed
- If any portion of the application is missing, it will not be processed
- The application covers a 1 year period; April 1, 2024 to March 31, 2025
- This is a reimbursement funding process. Your costs will be reimbursed once you have submitted a valid invoice along with receipt(s) confirming payment
 - Invoices will be accepted once the respite activity has been completed
 - *Example: If your child attends camp July 8/24 to July 12/24, invoices would be accepted for reimbursement starting July 13/24*
- If selected, the caregiver is responsible for tracking monies spent and for submitting invoices
- Funds may only be used in Ontario
- **Summer requests will not exceed a maximum of 4 total weeks of support for all services**

You will be sent an email confirmation that your application has been received in our office. Only applicants selected by the lottery will be notified of approval. Confirmation of funding will be sent via email to successful applicants by **March 29, 2024.**

Checklist and Required Documentation

- Copy of medical documentation of Autism Spectrum Disorder (doctor's letter, psychological assessment, etc.)
- Copy of Child's Canadian Birth Certificate or Immigration Status in Canada
- Proof of Address (current driver's license, utility bill, hydro, internet, rental/lease agreement etc.)
- Signed, witnessed and dated the **Release of Information**
- Signed, witnessed and dated the **Family Agreement and Release**
- All sections of the application must be completed (if any portion of the application is missing, it will not be processed)

Applications must be submitted via Email: FDR@respiteservices.com

PLEASE NOTE: We will NOT make exceptions for late applications. If you have any questions about the application or eligibility, please email FDR@respiteservices.com

Family Directed Respite Funding: Guidelines and Application

April 1, 2024 - March 31, 2025

This application is for funding and services rendered between April 1, 2024 to March 31, 2025. Submitting this request gives Family Directed Respite permission to contact organizations and individuals, which you provide on the application. Please read the guidelines and review the application before filling out this form.

Child information		
Full Name:	Diagnosis:	
Date of Birth:	Age:	
Parent/Caregiver information		
Full Name:		
Relationship to child:		
Address:		
City:	Province:	Postal Code:
Home Phone:		Cell Phone:
Email:		

Current Respite: Please indicate if you are currently attending any of the following <u>funded</u> respite programs, or are planning to use them during the 2024 - 2025 funding year.		
<input type="checkbox"/> Community Living Toronto	<input type="checkbox"/> Corbrook	<input type="checkbox"/> O'Connell
<input type="checkbox"/> O'Connell	<input type="checkbox"/> Holland Bloorview <small>respite or camps only</small>	<input type="checkbox"/> Variety Village - <small>Camps only</small>
<input type="checkbox"/> Safehaven	<input type="checkbox"/> Kerry's Place	<input type="checkbox"/> Meta Centre
<input type="checkbox"/> Geneva Centre for Autism <small>respite or camps only</small>	<input type="checkbox"/> Extend-a-Family	<input type="checkbox"/> Not currently accessing respite
If you are not accessing any of the programs listed above please explain why:		
Please explain what respite means to you (optional):		

Family Directed Respite Funding: Guidelines and Application

April 1, 2024 - March 31, 2025

NOTE: Please provide information on how you plan to use FDR funding. Summer requests must not exceed a maximum of 4 total weeks of support for all services

Program Information <small>(Camp, Recreational, Social, Respite, Specialized classes or lessons)</small>	Date(s) of Program	Total number of days	Total Cost of Request
Organization: Program Name:			
Organization: Program Name:			
Organization: Program Name:			
Organization: Program Name:			
Organization: Program Name:			
Organization: Program Name:			
Organization: Program Name:			
Total			

Family Directed Respite Funding: Guidelines and Application

April 1, 2024 - March 31, 2025

Please complete this page only if you plan to use 1:1 staffing within a respite activity. Please indicate if the cost of a 1:1 staffing is already included in cost of program. If you do not plan to 1:1 staffing you can leave this section blank.

NOTE: Summer requests for 1:1 support must not exceed a maximum of 4 total weeks

Program Information <i>(Camp, Recreational, Social, Respite, Specialized classes or lessons)</i>	Date(s) of 1:1 Support	Total number of days	Cost of 1:1 Support Worker per hour <i>*Maximum of \$25 per hour*</i>	Hours per Day	Total Cost
Organization: Program Name:					
Organization: Program Name:					
Organization: Program Name:					
Organization: Program Name:					
Organization: Program Name:					
Organization: Program Name:					
Organization: Program Name:					
Total					

Family Directed Respite Funding: Guidelines and Application

April 1, 2024 - March 31, 2025

RELEASE OF INFORMATION:

I agree that Geneva Centre for Autism may:

- Carry out inquiries and provide and release pertinent information for the purposes of confirming or clarifying the information submitted to assist with processing the application.
- Contact me for the following:
 - To obtain feedback on the services I received from Geneva Centre regarding FDR funding
 - To advise me of new information or services that may be of interest to me
 - To solicit my view on services or policies affecting people with disabilities
- To use non-identifying information, included in my application, for the purposes of improving - Ministry funded Toronto Respite Network services and the FDR funding program.

I, _____ agree with the above and acknowledge that I have read the Family Directed Respite Funding guidelines and eligibility. I certify that the information provided in this application is true, correct and complete to the best of my ability and that I am not accessing Ministry of Community, Children and Social Services funded respite activities.

Parent/Caregiver Signature: _____
(typed/electronic/written)

Witness Signature: _____
(typed/electronic/written)

Printed Name: _____

Printed Name: _____

Date: _____

Family Directed Respite Funding: Guidelines and Application

April 1, 2024 - March 31, 2025

Family Agreement and Release

This waiver must be signed in order for your application to be considered complete.

To: Geneva Centre for Autism

Parent/Caregiver's Full Name

Child's Full Name

By signing this Agreement and Release I acknowledge and agree that:

I acknowledge that I have made an application for funding from Geneva Centre for Autism Family Directed Respite Funding. This funding, if granted is received by Geneva Centre for Autism as the distributing agency on behalf of The Toronto Respite Network. The purpose of this funding is to reimburse me for fees paid for camp or respite programs for my child; or an independent 1:1 respite provider to support my child in such program.

I acknowledge the following terms:

1. The payments must be paid by Geneva Centre for Autism directly to me (programs/providers will not be paid directly).
2. In order for the payment to be made to me, claim forms along with paid receipts must be submitted to Geneva Centre for Autism prior to the deadline as per the approval letter.
3. Claims received past the deadline will not be accepted.
4. Communication via email with Geneva Centre for Autism regarding unused funds is required prior to the deadline in order to maintain access to those funds.
5. Any funds unused or unaccounted for by the deadline may be reallocated to another family.

Independent 1:1 Respite Providers:

The independent 1:1 respite provider is not a Geneva Centre for Autism employee but is an independent 1:1 respite provider that I have contracted with directly, independent of any involvement by Geneva Centre for Autism. Should any issues arise with the provider, Geneva Centre for Autism will not be held liable. I will resolve any such issues directly with the provider. The independent 1:1 respite provider is not a representative of, or authorized to speak on behalf of, and is not involved in any services provided to me by Geneva Centre for Autism.

It is my responsibility to check the references provided to me by the independent 1:1 respite provider and to ensure they have provided me with a current Police Reference Check when requested.

Family Directed Respite Funding: Guidelines and Application

April 1, 2024 - March 31, 2025

The independent 1:1 respite provider has acknowledged in writing that:

- They are an independent 1:1 respite provider and is responsible only to me/us.
- They are solely responsible for any private vehicle they use to transport persons they are supporting.

By signing this Family Agreement and Release I release Geneva Centre for Autism (which in this Agreement and Release includes all persons for which Geneva Centre for Autism is legally responsible, including, without limitation, the employees, agents, officers, and directors of Geneva Centre for Autism from all actions, causes of action, proceedings, claims, demands, losses, damages and liabilities of every nature and kind arising directly or indirectly from my dealings with the independent 1:1 respite provider that I engage to provide respite services to me). I agree to indemnify Geneva Centre for Autism from all liabilities, loss, claims, demands, costs and expenses incurred by them as a result of my/our actions and conduct in respect of the independent 1:1 respite provider and the support services provided by the independent 1:1 respite provider to me. I further agree that I will make no claim against anyone that may claim contribution or indemnity from Geneva Centre for Autism.

This Agreement and Release is binding on my/our heirs, executors and other legal personal representatives.

If any provision of this Agreement and Release is found to be invalid or unenforceable in whole or in part that provision is to be severed from this Agreement and Release and shall not affect the validity or enforceability of the remainder of this Agreement and Release which shall continue in full force and effect.

I/WE HAVE READ AND UNDERSTOOD ALL OF THIS AGREEMENT AND RELEASE AND I/WE AGREE TO ALL OF ITS TERMS.

Signature of Parent/Caregiver
(typed/electronic/written)

Signature of Witness
(typed/electronic/written)

Printed Name of Parent/Caregiver

Printed Name

Date: _____