

**APPLICATION GUIDELINES:**

**Applicants must be registered clients of Easter Seals Ontario and under the age of 19.**

**Applications for funding must be received 6 months prior to the child's 19<sup>th</sup> birthday to allow for processing.**

Please be advised that the **Incontinence Supplies Grant Program** is a separate program that requires a different application and has different eligibility criteria. Please visit our Services website to obtain an application: [www.services.easterseals.org](http://www.services.easterseals.org)

1. Easter Seals Ontario's funds are provided by public donations and not government funding. **The amount of funding approved may vary based on the item and how much money Easter Seals has at the time the request is received.**
2. **Applications will be approved until all budgeted funds are allocated.** Please be advised that because the funding for equipment is based only on the donations we raise, it is not uncommon for Easter Seals to exhaust all funds.
3. The maximum funding Easter Seals Ontario can assist with is \$3,000 per child, per calendar year.
4. **One application must be completed for each piece of equipment required.** Bathroom Aids can be requested together.
5. The Equipment Funding Request (EFR) must be submitted to Easter Seals, and you must have received a response back from Easter Seals prior to the equipment/items being ordered. **Easter Seals Ontario cannot fund equipment that has already been purchased/received by the family.**
6. **Easter Seals Ontario will only fund items on its current list of approved items.** Easter Seals Ontario reserves the right to make the decision as to whether an item requested meets the funding criteria and is on the list of approved items.
7. **Parents are responsible for paying the first \$100 or more for each request,** based on their financial resources. The parent contribution is to be paid directly to the vendor, not to Easter Seals Ontario. If a family cannot contribute due to financial difficulties, it must be requested on the application form with reason provided to be considered.
8. Parents must access all other sources of funding available to them prior to requesting funds from Easter Seals Ontario. This includes other community supporters, agencies and organizations that offer support or direct funding. **You must also check with your Employer's Extended Health Care Benefits.**
9. **VAN LIFT FUNDING:** Easter Seals Ontario will not consider funding for a lift if the vehicle is over 5 years old. If you are accessing additional funding from the Home and Vehicle Modification Program, the process is:
  - Apply to the Home and Vehicle Modification program first. They will contact you to confirm you are eligible to proceed to the second stage.
  - Once you are proceeding to the second stage, apply for Easter Seals Funding. Easter Seals will contact you to discuss the funding process, as van lift applications will not be reviewed until the confirmation of other funding has been received.
10. Current quotes, letter of support and/or ADP information must accompany this application. This includes:
  - **For Assistive Devices Program (ADP) funded items-** please obtain a copy of the ADP application form **or** a letter of support from the prescribing therapist which clearly states the date they have submitted the ADP application. The vendor's quote must be current and have the amount that is expected to be covered by ADP. If for any reason ADP does not cover the anticipated amount, Easter Seals cannot change the amount approved.
  - **ADP-Funded communication devices, AFOs or KAFOs-** you must include a current quote (within the last 6 months) that states the amount being covered by ADP. There is no ADP approval letter or letter of support required with the application.
  - **Non-ADP Funded Items-** You must include a letter of support from a health professional (OT/PT) confirming the need for the requested equipment. You must include current vendor quotes (within the last 6 months). Two quotes are preferred. Exceptions may be made if there is only one vendor available locally or it is customized equipment. It is a family's choice which vendor they choose, however if the higher quoted vendor is chosen, the family is responsible to pay the difference between the two quotes.

## **GUIDELINES CONTINUED:**

11. **ALL VENDORS MUST BE A REGISTERED BUSINESS AND LOCATED IN ONTARIO.**
12. If any information is missing or incomplete, the application will be returned for completion, delaying the process for assistance.
13. Labour/installation, taxes, delivery, or assessment costs are **not** funded.
14. Complete the authorization to release information by stating your chosen vendor to whom Easter Seals Ontario is to release the notification of approved funding.
15. **No additional funding will be considered after Easter Seals Ontario has granted an approval.** If other agencies have not fulfilled their approval of funds or changed their funding, the quote provided was not current, items were missed in the quote, size of item has changed, additional items are required for equipment and/or if ADP did not fund the anticipated amount, Easter Seals will not change their approved amount.
16. **YOU MUST INITIAL THAT YOU HAVE NOT ALREADY RECEIVED THE REQUESTED EQUIPMENT.** (Exception for renewal of a communication lease)
17. Sign and date the completed application. Remember to keep a copy of the application for your own files.
18. Funding approval is valid for **4 months** from the approval date. The invoice from the vendor **must** be received prior to the end of the 4-month period. If an extension is required, please contact the Equipment Funding Program.
19. If an invoice is received and the date of delivery is noted to be prior to the approval notice given by Easter Seals Ontario, then it is not eligible for Easter Seals funding, and the approval will be invalid. **The parent will be responsible for the full amount to the vendor.**
20. **Parents are responsible to order the equipment after an approval letter has been received from Easter Seals Ontario.**
21. **Parents must sign and date the invoice upon receiving the equipment.** Once the equipment has been received, Easter Seals' portion will be paid to the vendor directly, and not to the parent.
22. Easter Seals does not fund private sales or lend funds to pay for a family's insurance.

### **Completed applications can be sent via:**

**Email:** [services@easterseals.org](mailto:services@easterseals.org) (recommended)

**Mail:** Equipment Funding Program, Easter Seals Ontario, 700 - 1 Concorde Gate, Toronto ON M3C 3N6

**Fax:** 416-696-1035 (to the attention of the Equipment Funding Program)

Please follow up with Easter Seals if you have not received a response to your application in eight (8) weeks.

If you have any questions about the application or whether certain equipment is eligible for funding, please do not hesitate to contact the Equipment Funding Program.

Email: [services@easterseals.org](mailto:services@easterseals.org) | Phone: 1-866-630-3336 | Phone (GTA): 416-421-8146



EASTER SEALS ONTARIO EQUIPMENT FUNDING REQUEST (EFR)

GENERAL INFORMATION: Applicants must be registered clients of Easter Seals Ontario and under the age of 19.

Child's Name: First Name Last Name Date of Birth: MM/DD/YYYY

Diagnosis: Easter Seals ID #: If you are unsure of your Easter Seals ID#, please leave blank.

Parent/Guardian Name: First Name Last Name Date of Request: MM/DD/YYYY

Address: City:

Postal Code: Home Phone #: Cell #:

Email Address:

Please Note: Email is our primary method of communication for Easter Seals Services (equipment funding and recreation). Please provide email to receive correspondence faster. If no email is provided, you will receive all correspondence by mail.

Please indicate your total household income (this will not affect your funding eligibility):

- Income brackets: \$0-\$20,000, \$20,001-\$40,000, \$40,001-\$60,000, \$60,001-\$80,000, \$80,001-\$100,000, \$100,001-\$120,000, \$120,001-\$140,000, \$140,001-\$160,000, \$160,001-\$180,000, \$180,001-over

Equipment Requested: Please specify type (ex- wheelchair, walker, bath chair, etc.) ONE PIECE OF EQUIPMENT PER APPLICATION PLEASE.

VENDORS AND SOURCES OF FUNDING:

Note: Vendors MUST be a registered business and located in Ontario

Vendor(s): 1. Vendor Name 2. Vendor Name

Is your child receiving Assistance for Children with Severe Disabilities (ACSD)? Yes No

Are you or your child (18+) receiving the Ontario Disability Support Program (ODSP)? Yes No

Employer Extended Health Care Benefits: Yes No N/A

Other Agencies: Yes No N/A

If Yes, please list:



BREAKDOWN OF EQUIPMENT FUNDING REQUEST:

Please breakdown the sources of funding that will be used to finance this request:

- A) Estimated Total Cost of Equipment (one piece of equipment per application)
B) ADP Approved Amount
C) Funding from Other Agencies (funding must be confirmed)
D) Employer Extended Health Care Benefits (please contact your insurance provider before applying)
E) Parent Portion (minimum \$100 or amount remaining after Easter Seals' maximum)
F) Total Requested from Easter Seals (maximum \$3,000)

AUTHORIZATION AND SIGNATURES:

I instruct and authorize Easter Seals Ontario to provide and release any information to \_\_\_\_\_ after Easter Seals Ontario has approved funding for the equipment being requested in this application.

Would you like your prescribing therapist or a support worker to be included in all correspondence regarding this request?

Yes No Therapist/Support Worker's Email: \_\_\_\_\_

I understand and agree that Easter Seals Ontario may carry out inquiries for the purpose of confirming or clarifying the information submitted, processing the application, addressing an appeal, or contacting any other agency listed on this application form.

I certify that the information provided in the application is true, correct, and complete to the best of my ability, and that the equipment has NOT been received (exception- communication lease).

Please initial that you have read and understand the above statement and are NOT in possession of the requested equipment.

MANDATORY- Please read, date and sign - I will indemnify and save harmless Easter Seals Ontario and its employees from and against any and all expenses related to all claims, demands, liabilities, losses, costs, damages, actions, suits or other proceedings of any nature or kind whomsoever sustained, brought or prosecuted in any manner based upon, occasioned by or attributable to the negligent act or omissions or the willful or reckless misconduct of the vendor/contractor, in the fulfillment of utilizing the funds provided by Easter Seals Ontario.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed applications can be returned to:

Email: services@easterseals.org Fax: 416-696-1035 Mail: Equipment Funding Program, Easter Seals Ontario, 700 - 1 Concorde Gate, Toronto, ON M3C 3N6

## Checklist for Equipment Funding Request Application

*You do not need to submit this sheet with your application. This is for your reference only.*

**Please ensure that:**

- Application has been completed, signed and dated.
- You have initialed that you are NOT in possession of the requested equipment (exception for communication lease renewals).
- You have kept a copy of the complete application form and documentation (for your records).
- You have contacted your Employer Extended Health Care Provider (if applicable).

**ADP funded items: wheelchairs, walkers, and standers must include:**

- 1 quote
- Copy of ADP application form OR
- Letter from a healthcare professional that has the date that ADP was submitted OR
- Copy of ADP approval

**AFOs, KAFOs, computers, communication devices and leases must include:**

- 1 quote stating the ADP amount

**Non-ADP funded items: Accessibility Aids and Bathroom & Toileting Aids must include:**

- 2 quotes (preferred)
- A letter of support from a healthcare professional (Occupational Therapist/OT or Physiotherapist/PT)