

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 and who are Lifetime Members of the OFCP. If the applicant is not a member, a Lifetime Membership Application must accompany the application for financial assistance. For more information regarding Lifetime Membership, please visit our [website](#).

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:

- Copy of MOH ADP approval or completed OFCP 'ADP Approval Confirmation Sheet (for ADP approved items)
- Health professionals (i.e.: occupational or physiotherapist, medical practitioner) current authorization (rationale letter) for all requested items
- Two current price quotations from Ontario vendors where applicable (except when the item is a highly specialized custom design or in communities where only one vendor is available)
- **OFCP requires a copy of written response for funding approved or denied which you received from the Ontario Ministry of Health – ADP, ODSP and/or Assistance for Children with Severe Disabilities Program for the requested item prior to submitting your application to OFCP. OFCP requires that you attach written response to support your OFCP ADFP funding applications.**
- **As last payor, OFCP requires disclosure of additional funding sources that have been requested/ can be applied for that will cover the expense prior to your funding submission. Examples of funders are Ontario Works, local City Social Services, Assistance for Children with Severe Disabilities (ACSD), local community support agencies, private insurance, City of Toronto Hardship fund, etc.**

4. If any information is missing or the application is incomplete, the applicant or primary contact person will be notified for completion and submission of missing information. If we do not hear from the applicant within three weeks the application will no longer be active.

5. Member's total eligible amount is 25% of the total cost of equipment per multiple applications up to \$2000 every two years or 24 months.

6. The Ontario Federation for Cerebral Palsy will only fund items on its current list of approved items and will not pay for items funded by other programs.

7. OFCP will not cover ongoing costs or activities such as monthly rental fees, therapy expenses or repairs. Funding for Home Accessibility Aids and Modifications to Electronic Aids for Daily Living is for applicant's primary residence only.

8. In order to avoid a delay in processing time, we request applicants to access all other sources of funding available to them, prior to requesting funds from the Ontario Federation for Cerebral Palsy. For example Ontario Disability Support Program (ODSP), or Assistance for Children with Severe Disability (ACSD) if applicable.

9. 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.

10. 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.

11. Applicants are responsible for informing the therapist that funding is approved and for ordering the equipment. Applicants must sign the invoice or delivery note upon receiving the equipment. Payment is paid to the vendor directly and not to the applicant.

12. Applicants are responsible to provide the name and contact information of the chosen vendor to whom the Ontario Federation for Cerebral Palsy is to release the notification of approved funding.

13. All decisions, regarding funding applications, by the Ontario Federation for Cerebral Palsy Funding Program Committee are final.

For more information, or if you need assistance completing the application form, please contact Funding by email at funding@ofcp.ca or by phone at 416 936 6007 or toll free 1 877 244 9686, ext. 221.

Please submit your application online using the forms provided at www.ofcp.ca/funding.