



The Passport Department at Community Living Dufferin

Carly Reid - Passport Coordinator

Transfer Payment Agency

- As per Passport guidelines, transfer payment agencies deduct a 10% administrative fee per submission
 - This is used for administrative supports that are not billable hours, e.g. bookkeeping, submitting expenses, scheduling, budgeting, balancing etc.
- CLD is a Transfer Payment Agency for Passport funding. This means that people receiving passport funding can register with CLD to assist in accessing their funding
- Recipients don't have to pay for expenses upfront, submit expenses to the portal, or wait for reimbursement.
- Recipients can access all tiers of support that CLD offer to Passport recipients

CLDs 3 Tiers of Passport Service

Broker

Planner

Direct Support

CLD as a Broker:

CLD Will:

- Act a broker between recipient and PassportOne
- Meet with recipient to plan how funding is spent
- Pay expenses and submit to PassportOne on behalf of the recipient

CLD will not plan, or provide direct support in this tier of service

- Recipient may have a private support worker who must invoice CLD directly
 - Rates, hours, and agreement is between recipient and private support worker
- Benefit to recipients aware of how they will use their funding but cannot afford the costs upfront, or don't want to submit themselves
- This is mostly used by people who live with families in the community and are not supported elsewhere within CLD

CLD as a Planner:

CLD will:

- Act as a planning resource for the recipient
- Meet with recipient to plan for how funding is spent
- Budget for appropriate use of funding
- Organizes all passport related plans, experiences, etc
- Pay for expenses and submit to PassportOne on behalf of the recipient

Recipient may have a private support worker who must invoice CLD directly

- Rates, hours, and agreement is between recipient and private support worker
- This is usually used by people who live with their families and/or those who have individual support outside of CLD

CLD as Direct Support

- Provides 1:1 direct support, for and during all Passport related activities
- Pay for expenses and submit to PassportOne on behalf of the recipient
- Meet with recipient to plan for how funding is spent
- Budget for appropriate use of funding
- Organizes all passport related activities, programs, supports etc.
- Recipient may have a private support worker who must invoice CLD directly
 - Rates, hours, and agreement is between recipient and private support worker
- All three tiers of service provided - Broker, Planner & Direct Support
- This is usually used by people who live in a group home, supported through SIL, and also people who live outside of CLD support and are looking for direct support

How Could This Benefit Individuals Receiving Funding & Their Families?

- Passport is a reimbursement payment system
- Therefore, the money must be paid upfront and wait to be reimbursed
- With CLD as a TPA we cover the cost and fees upfront
- CLD can pay a private support worker OR we have staff that can work with the individual receiving funding
- CLD also provides a variety of different programs to individuals receiving funding to participate in
- CLD acts as a liaison between the person receiving funding and PassportOne
- CLD completes submissions and tracks funding so you don't have to!
- For more information or to get involved please reach out to creid@cldufferin.ca

Just FYI...

Passport services and supports are guided by the following principles which align with what Community Living Dufferin is Offering:

- Choice and Flexibility - individuals identify and participate in activities that are meaningful to them.
- Fairness and Equity - funding amounts are based on a provincial application, needs assessment and funding formula
- Accountability - individuals, families and Transfer Payment Agencies must use Passport funding for its intended purpose and comply with spending rules and reporting requirements
- Strong families and caregivers - the individuals family and personal support network are recognized as the primary support for adults with a developmental disability
- Person Directed Planning - service and support build on an individuals strengths and are responsive to their preferences, needs and values done with a person first approach



Any
Questions?