



<i>Act/Regs.</i> <i>Supports for Persons with Disabilities Act Gen. Reg.</i> <i>8(1)(b), 11(1)(2)</i>	Program	AccessAbility Supports	
	Subject	Vehicle Modifications	Policy # 2.8
Effective Date: March 26, 2019		Authorized by:	
Revised Date: April 15, 2022		Deputy Minister Jamie MacDonald	

1.0 PURPOSE

1.1 To provide financial support to applicants of AccessAbility Supports (AAS) to modify their vehicle to improve accessibility and to meet the specific needs of the applicant.

2.0 DEFINITIONS

2.1 **Applicant:** a person with a disability by whom or on whose behalf an application is made for supports or Assured Income (AI).

2.2 **Vehicle Modification:** a modification to the primary vehicle used to transport a recipient that is owned by the recipient or the recipient’s parent, guardian or spouse.

2.3 **Parent:** an applicant or co-applicant’s natural born or adoptive parent(s), stepparent(s), or common-law parent(s).

2.4 **Recipient:** a person with a disability to or for whom supports are provided and includes a person whose supports, or AI has been suspended but not cancelled.

2.5 **Supports Coordinator:** a staff member that provides direction and case management support in delivering a range of social benefits and services to applicants eligible for AAS.

3.0 POLICY STATEMENTS

3.1 For the purposes of this policy, use of the word applicant is inclusive of recipient.

3.2 AAS provides funding to applicants for modifications to the primary vehicle owned by the applicant or the applicant’s parent, guardian, or spouse, where the parent, guardian, or spouses’ vehicle is the applicant’s primary source of transportation.

3.3 Applicant’s may be eligible for funding for vehicle modifications up to a maximum of \$6,000 every 8 years.

3.4 Vehicle modification funding may not be used to purchase a vehicle. Where the applicant is purchasing and modifying a new vehicle, vehicle modification funding may be

approved for a portion of the purchase price that is attributed to the costs of the modification.

- 3.5 Where an applicant is purchasing a previously owned, retrofitted vehicle that meets the applicant's specific accessibility needs, vehicle modification funding may be approved for a portion of the purchase price that is attributed to the costs of the modification.
- 3.6 Vehicle modification funding may not be used towards routine vehicle maintenance including, but not limited to, rust proofing, body work, or breaks.
- 3.7 Any vehicle modifications started or completed prior to written approval will not be eligible for funding.
- 3.8 Applicants are responsible to arrange for vehicle modifications to be complete and the Department is not responsible for the quality, duration, or longevity of the modifications or the applicant's vehicle.

4.0 PROCEDURE STATEMENTS

- 4.1 Applicants are responsible to obtain an assessment outlining the purpose of the vehicle modifications and the recommended modifications by a licensed Occupational Therapist or a licensed professional as approved by the Department. Where the applicant is charged a fee to obtain a vehicle modification assessment, the cost of the assessment may be covered by the Department as part of the vehicle modification funding.
- 4.2 Applicants are responsible to submit the required number of quotes for the cost of the requested modifications, including required labour costs if applicable.
- 4.3 Where the applicant or their family members request to complete the work, it is the responsibility of the applicant to ensure the recommended modification needs are met.
- 4.4 The Supports Coordinator is responsible to review the requested modification(s) and ensure the modification aligns with the applicant's clinical assessment, support plan, and maximum monthly funding. Where the Supports Coordinator is unable to decide, the Supports Coordinator will consult with the program supervisor or manager.
- 4.5 The Supports Coordinator is responsible to provide written confirmation of the decision rendered to the applicant and to place a copy of the correspondence in the applicant's file.
- 4.6 Applicants may be expected to pay a portion of the vehicle modification costs based on their annual income. The Supports Coordinator is responsible to determine if there is an applicant contribution. For specific policies and procedures, please refer to AAS policy 1.5 – Applicant Contribution.
- 4.7 Where personal insurance is available, applicants are expected to use personal insurance prior to receiving funding from the Department for assessment costs and/or vehicle

modifications. Costs covered by private insurance are not considered an applicant contribution and do not impact the maximum amount of vehicle modification funding.

- 4.8 Where an applicant is purchasing a previously owned, retro-fitted vehicle that meets the applicant's specific accessibility needs, the portion of the purchase price attributed to the cost of the modification is calculated by subtracting the red-book value for the vehicle make and year from the purchase price. The difference may be considered the vehicle modification cost up to a maximum of \$6000.
- 4.9 Where the applicant is receiving monthly supports, vehicle modification supports must fall within the maximum monthly funding of the applicant. Payments made by the Department for vehicle modifications will be amortized based on the Vehicle Modification Schedule (attached) to calculate the monthly cost to be factored into an applicant's maximum monthly funding.

5.0 REFERENCES

- 5.1 AAS Policy 1.5 Applicant Contribution

6.0 ATTACHMENTS

- 6.1 Vehicle Modification Schedule

HISTORY:

April 15, 2021: Editorial, content, and format changes. Policy is now separate from home modification. Policy statements have been updated to remove the stipulation of applicants applying for vehicle modifications once every 8 years.

Vehicle Modification Schedule

Cost of Vehicle Modification	Amortization Period in Years
<\$1,000	1
\$1,000 - \$1,999	2
\$2,000 - \$2,999	3
\$3,000 - \$3,999	4
\$4,000 - \$4,999	5
\$5,000 - \$5,999	6
\$6,000 - \$6,999	7
\$7,000 - \$7,999	8
\$8,000 - \$8,999	9
\$9,000 - \$10,000	10