

<b>POLICY</b>	<b>Section</b>	<b>Social Programs</b>	<b>7</b>
	<b>Program</b>	<b>Disability Support Program</b>	
	<b>Instruction</b>	<b>Payment Set Up</b>	<b>12</b>
<b>Effective: October 1, 2001</b> <b>Revised: March 26, 2010</b>	<b>Authorized by:</b> <b>Deputy Minister</b>		<b>Page 1 of 1</b>

## **12.0 PAYMENT SET UP**

- 12.1 Once the *Individual Support Agreement*, with the support plan attached, has been agreed to and signed, the Disability Support Worker may set up the payments to the individual, parent/guardian, or agent through the *Integrated Services Management* (ISM) system.
- 12.2 Automatic monthly payment amount is set up based on the *Individual Support Agreement* (ISA). The Disability Support Worker will request that a monthly cheque in this pre-determined amount be sent directly to the individual, parent(s)/guardian(s) or agent at the beginning of each month. The individual, parent(s)/guardian(s) or agent will be responsible for paying all of the funded expenses incurred as a result of the participant's special needs.
- 12.3 In accordance with Canada Revenue Agency, T5007s are issued for applicable DSP funded items. When issuing T5007s, the T5007 shall go directly to the individual, parent/guardian or agent who receives DSP funding.
- 12.4 Payments may be made to a third party if it is determined during the support planning process to be the most appropriate method or if misappropriation of funds is suspected. Refer to Section 13.5 (c).
- 12.5 In the case of technical aids and assistive devices a one time lump sum payment may be made towards the purchase of equipment according to client contribution policy (Refer to Section 10.9.2).