

Conditional Funding Agreement – Questions and Answers

Q1: What is different about this new agreement for self-managed services?

A: The new *Conditional Funding Agreement* now spans the entire length of your child's involvement with Children's disABILITY Services*, which means you will not need to sign a new agreement when it is time to renew or change services,. Instead, you will receive a *Funding Commitment Letter* detailing your approved services and funding and it does not need to be signed or return to us. This change will save time and money on postage and mileage, and it will reduce administrative delays when making changes to your services.

*unless otherwise cancelled.

Q2: Can I return my signed *Conditional Funding Agreement* by email?

A: No, as the *Conditional Funding Agreement* is a legal document, we must receive the original signed copies before the agreement can take effect. Please send both copies of your signed and witnessed agreement by mail or you can return it to a CDS [office](#).

Q3: Am I required to obtain a Criminal Record (vulnerable sector), Child Abuse Registry and/or Adult Abuse Registry checks from prospective service providers?

A: Criminal record and abuse registry checks are tools that can help you assess the appropriateness of an individual to work with your child. It is recommended that you obtain these documents from prospective service providers, especially if you are looking to hire someone whom you do not know well or who comes from outside your social circles.

Q4: Do service providers need to have general liability insurance or coverage from the Worker's Compensation Board (WCB) in order to deliver services to my family?

A: General liability insurance or WCB coverage may protect individuals in a lawsuit such as in the case of bodily injury or property damage. It is recommended that families and service providers consult an insurance agent about the adequacy of their coverage.

Q5: Are there any changes to how I invoice for services?

A: There are no changes to how you invoice for self-managed services. Please submit your [Self-Administered Services Invoice and Service Log](#) forms by email, mail, fax or in-person at a CDS [office](#) no later than ten working days following the end of the month for which you are requesting reimbursement.

Q6: Do I have to keep copies of my *Conditional Funding Agreements*, *Financial Commitment Letters* and invoices? If so, how long should I keep my records?

A: Yes, you are required to maintain complete and accurate records related to your services for a minimum of six years as we may ask to inspect, copy and audit your records. This includes invoice and service logs, *Conditional Funding Agreements* and *Funding Commitment Letters*.

Q7: Am I required to make deductions and remittances for my service provider?

A: In most cases, families are not responsible to make deductions and remittances as service providers are considered self-employed. However, service providers are required to declare their earnings as income. Families and service providers should consult the Canada Revenue Agency or an income tax professional for more guidance.

Q8: I have received a *Financial Commitment Letter*. Are the services and funding amounts listed on this letter adding to what is listed in my *Conditional Funding Agreement*?

A: No, the newest *Financial Commitment Letter* you receive replaces the services and funding listed on Schedule A of your *Conditional Funding Agreement* and any previously received *Financial Commitment Letters*.

Q9: I have more questions about the *Conditional Funding Agreement* and my self-managed service plan. Who can I contact?

A: Please contact your case manager with your questions regarding your *Conditional Funding Agreement* and your service plan.