

PURPOSE

To clarify the conditions under which Day Services may receive authority to temporarily close operations with continued funding.

DEFINITION

Day Service temporary closure is defined as the exclusion of some or all participants from attendance at the Day Service for all or part of the day.

POLICY

Day Services will not be funded for service closures under any circumstances unless the closure is the result of the following:

- inclement weather;
- participant vacation leave requiring a temporary shut down (see Vacation Leave Policy - Day Services - Section C155.7); or
- emergency circumstances (e.g. heating or electrical malfunctions) where a service closure is requested/required.

PROCESS

The following is the process to access authority for temporary closure with continued funding:

1. The Day Service provider will notify the Regional Program Manager of the circumstances precipitating the temporary closure.
2. The Day Service provider will notify the Regional Program Manager indicating how many people will be affected and what steps are being taken to ensure that there is support where required.
3. The Day Service provider will request verbal approval for the closure with continued funding from the Regional Program Manager.
4. If verbal approval is given, the Day Service provider will follow-up with a letter to the Regional Program Manager detailing the circumstances of the temporary closure.
5. A written account of the circumstances surrounding the temporary closure and the disposition will be forwarded to the Regional Director with a copy provided to the Regional Program Manager.

Date Issued:	January 1, 2019
Replacing:	October 1, 1996

MANITOBA
FAMILIES

C	155.6	1 of 1
Location	Section	Page