

# **CLDS Vacation and Travel Policy**

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**Easy Read Version**

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## Who This Policy Is For

This policy is for people who live in a residential care home and get support from Community Living disABILITY Services (CLDS). Residential care homes include shift-staffed homes and home shares where someone supports you in their home. If you live with family or on your own, this policy does not apply to you.

## Why This Is Important

Vacations and travel help you relax, visit new places, and spend time with people you care about. Manitoba laws protect your rights to make choices, including about vacations and travel. Residential care homes must be safe and healthy for everyone.

## Your Rights

You have the right to make choices about your life, including vacations and travel. CLDS uses person-centred planning, which means:

- You choose what is best for you.
- Your vacation plans should match your goals, support plan, and budget.
- You can travel with people you choose, like family, friends, or staff.



## Definitions – What These Words Mean



- **Community Living disABILITY Services (CLDS):** A program that helps adults living with an intellectual disability get services and support.



- **Residential Care Home:** A home where people get support. These homes are licensed and must follow rules to keep everyone safe and healthy.



- **Person-Centred Planning:** You make choices about your life with help from people you trust. Together, you talk about your strengths, what you like, what you need, and what you want.



- **Public Guardian and Trustee (PGT):** A government office that helps make decisions for people who need support with personal care or money.



- **Vacation and Travel Planning Form:** A form that tells your CSW and SDM (if you have one) about your vacation or trip. It helps make sure your plans are safe and your support needs are met.



## Planning That Puts You First

Your trip should fit your Individual Plan (your goals), Support Plan (how staff help you), and budget. You can go with people you trust and feel comfortable with. Planning should start early so everyone has time to prepare. Check travel advisories for your destination to make sure it is safe.

## Planning Your Trip

Your service provider must fill out a Vacation and Travel Planning Form. If you have a decision maker from the Public Guardian and Trustee (PGT), they must also fill out a PGT Request for Travel Form. These forms help make sure your trip is safe, your needs are met, and everything is ready before you go. Planning should happen at least 30 days before your trip, or 45 days if the PGT is involved.

## Funding During Your Trip

CLDS will keep paying for your care while you are away if your service provider is still responsible for your support. If someone else helps you during your trip (like family or friends), CLDS may review or adjust funding depending on how long you are gone and what support you need. If planning steps are missed, CLDS may pause funding during your trip. CLDS may still help in special cases like:

- Medical emergencies
- Urgent family matters
- Delays outside your control
- Last-minute opportunities that are good for you  
(for example, a surprise family reunion or cultural event)



## Before You Go

Your planning form must include:

- Who is going with you
- Where you are going
- How long you will be away
- How you will get there
- If you have travel insurance
- If your decision maker agrees with the trip
- If you have enough medication and the right papers (pack medicine in original containers and bring prescriptions)
- If your support plan includes safety and supervision
- A budget showing how much the trip will cost for



## Other Things To Know

If you leave Manitoba for a long time, you might lose your Manitoba Health coverage. Check with Manitoba Health before you go. Your service provider must tell other programs that support you that you will be away. If your trip is for medical or urgent reasons, your service provider should check if other programs can help pay for travel costs. Always review Government of Canada travel advisories for safety tips before leaving.

## Disclaimer

This is an Easy Read version of the CLDS Vacation and Travel Policy. It is meant to help you understand the policy. If there is ever a difference between this version and the formal policy, the formal version is the one that applies.

