

POLICY



Policy Title: Community Living disABILITY Services – Vacation and Travel	Date Approved: April 21, 2026
Branch: Disability Policy	Applicable to: Community Living disABILITY Services
Division: Policy, Programs and Legislation	Next Review Date:
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1.0 Policy Statement

Individuals who are supported by Community Living disABILITY Services and reside in residential care facilities should have the opportunity to schedule time away from their residential care facility for the purposes of vacation or travel.

2.0 Background

[The Adults Living with an Intellectual Disability Act](#) recognizes the rights of individuals to make their own decisions, including those regarding vacation and travel. [The Social Services Administration Act](#) recognizes residential care facilities as premises in which accommodation, care and supervision are provided to one or more individuals. The [Residential Care Facilities Licensing Regulation](#) identifies the requirements that need to be in place to ensure the health, safety and wellbeing of individuals who reside in residential care facilities.

Consistent with person-centred planning principles, all individuals who reside in residential care facilities should have the opportunity to schedule time away from their residential care facility for vacation or travel purposes. Decisions about vacation and travel are based on each individual's preferences as outlined in their support plan, individual plan and personal financial plan, as well as the preferences of others who may choose to participate in the vacation or travel.

3.0 Purpose

This policy establishes a set of standards and procedures to follow when supporting individuals who reside in residential care facilities to plan for vacation and travel.

4.0 Definitions

"Adult Living with an Intellectual Disability" – an adult living with an intellectual disability who is in need of assistance to meet his or her basic needs with regards to personal care or management of his or her property, as defined by [The Adults Living with an Intellectual Disability Act](#).

"Case Manager" – an employee of the Public Guardian and Trustee of Manitoba who is assigned to, and administers the affairs of, an individual who has the Public Guardian and Trustee as their substitute decision maker for personal care and/or property.

“Community Living disABILITY Services” – the program administered by the Department of Families that funds service providers to deliver a range of services and supports to individuals supported by the program.

“Community Service Worker” – an employee of the Department of Families who provides case management and oversees the delivery of services to individuals supported by Community Living disABILITY Services.

“Employment and Income Assistance” – the Department of Families program that provides financial help to Manitobans who have no other way to support themselves or their families.

“Individual” – an individual supported by Community Living disABILITY Services who resides in a residential care facility.

“Individual Plan” – a plan for an adult living with an intellectual disability as defined by [The Adults Living with an Intellectual Disability Act](#).

“Manitoba Supports for Persons with Disabilities” – The Department of Families program that helps people with severe disabilities cover daily living costs and access community services.

“Person-Centred Planning” – a process, directed by an individual and informed by their support network, intended to identify the strengths, capacities, preferences, needs and desired outcomes of individual planning in accordance with their individual plan.

“Personal Financial Plan” – a financial plan developed by the individual in consultation with their service providers, support network, or substitute decision maker as applicable in accordance with the [Community Living disABILITY Services - Management of Personal Funds](#) policy.

“Public Guardian and Trustee Request for Travel Form” – A form completed by individuals with the Public Guardian and Trustee as their substitute decision maker for personal care and/or property. It is submitted to the Community Service Worker and contains the necessary details on the individual’s travel plan. This form is required in addition to the Vacation and Travel Planning Form.

“Residential Care Facilities” – licensed settings, including agency-supported and private home shares and shift-staffed homes, that provide residential services to individuals in accordance with the [Residential Care Facilities Licensing Regulation](#).

“Residential Care Licensing” – an entity of the Department of Families responsible for licensing residential care facilities and monitoring them for compliance with all applicable legislation and regulations

“Service Provider” –

- a. a person who provides care, support services or related assistance for an individual with an intellectual disability act
 - i. in the course of professional, official or employment duties;
 - ii. as a student in a training placement;
 - iii. as a volunteer, or

- iv. as an owner, operator (including home share providers, whether private or agency-supported) or manager of a facility or business which provides such care, support services or related assistance; or
- b. an employee of the government who provides services for an adult living with an intellectual disability in the course of employment duties.

“Substitute Decision Maker” – a substitute decision maker for property and/or personal care appointed by the Commissioner of Adults Living with an Intellectual Disability in accordance with an administrative process set out in [The Adults Living with an Intellectual Disability Act](#).

“Support Network” – family, friends, or community members who provide personal support, advocacy, or help monitor services, and who have a reciprocal relationship with the individual.

“Support Plan” – is a plan developed, utilized and maintained by a service provider that identifies how supports are to be provided day-to-day. A support plan is used to maintain the health and safety of an individual, mitigate risk and ensures assessed needs of an individual supported by Community Living disABILITY Services are being met in accordance with the [Community Living disABILITY Services – Support Plan Policy](#).

“Vacation and Travel Planning Form” – a form submitted to a Community Service Worker and substitute decision maker (where applicable) containing necessary details on an individual’s vacation or travel plan, and ensures steps have been taken to ensure continuity of service and protections under [The Adults Living with an Intellectual Disability Act](#).

5.0 Policy

This policy applies to all service providers funded by Community Living disABILITY Services (CLDS) who operate or oversee a residential care facility and/or who support individuals to engage in vacation or travel planning. It does not apply to individuals residing in other types of living arrangements, such as supported independent living or people living at home with family.

This policy applies to vacation or travel that requires formal planning and coordination between the individual, their support network, the service provider, and CLDS. It does not apply to short-term or informal trips, such as weekend visits to a family cabin or brief outings with close friends or relatives, where no formal planning or coordination is required.

Using a person-centred planning approach, vacation and travel planning must start with the individual’s support plan, individual plan and personal financial plan, followed by the completion of a Vacation and Travel Planning Form and a Public Guardian and Trustee (PGT) Request for Travel Form (if applicable).

CLDS will continue to provide residential service funding while the individual is away from the residential care facility for the purposes of vacation or travel, provided appropriate support arrangements are in place and the service provider maintains responsibility for the individual's care. If the individual is away and receiving support from someone other than the service provider, such as a friend or family member providing unpaid support, CLDS may review and adjust residential service funding based on the nature and duration of the vacation or travel.

If the planning steps outlined in this policy are not completed, CLDS may temporarily withhold residential service funding for the duration of the vacation or travel. Exceptions may be considered in specific circumstances, such as medical emergencies, urgent family matters, administrative delays beyond the service provider's control, time-sensitive opportunities clearly benefit the individual, or natural disasters.

In accordance with ALIDA, CLDS will take immediate protective action if there is reason to believe an individual is likely to be abused or neglected, or is at immediate risk of serious harm or deterioration to their physical or mental health. This may include relocating the individual to a place of safety, or taking other protective measures to ensure their safety, as necessary. In such situations, the service provider may also be subject to an investigation under ALIDA.

Note: Individuals are reminded extended absences from the province may affect their eligibility for Manitoba Health coverage and other provincial benefit programs, such as MSPD or EIA. It is recommended that individuals confirm the applicable time limits and eligibility requirements with these programs before travelling.

6.0 Core Supporting Standards and Procedures

6.1 Standards

To support appropriate planning, the service provider must submit a Vacation and Travel Planning Form to the individual's Community Service Worker (CSW) at least 30 days before the scheduled vacation or travel. This ensures the CSW is aware of the plan and the individual's support arrangements during their time away.

For individuals who have the PGT appointed as their substitute decision maker (SDM) for personal care and/or property, the service provider is required to submit a Vacation and Travel Planning Form and Request for Travel Form to the individual's CSW a minimum of forty-five (45) days before the vacation or travel is scheduled to occur to allow time for the CSW to obtain approval for the vacation or travel plan from the individual's Case Manager.

If the required submission timeline cannot be met due to circumstances beyond the individual's control, the service provider and CSW must work together to uphold the individual's right to make decisions, including those related to travel. Exceptions to the timeline will be considered in clearly justified situations, such as medical emergencies, unforeseen family circumstances, administrative delays beyond the service provider's control, short-notice opportunities that offer clear benefit to the individual, or natural disasters. In all cases, the situation must be communicated to the CSW as early as possible.

The Vacation and Travel Planning Form must include the following information:

- **Biographical and contact information** for the individual(s), their SDM(s) (if applicable), service provider, and CSW responsible for the individual's CLDS file.
- **Vacation or travel information** including start and end dates, destination (name and address(es) of accommodations).

- **Support person(s) information** for support person(s) accompanying the individual on the vacation or travel, their contact information and relationship to the individual.
- **Planning information** verifying the following activities have occurred (if applicable):
 - vacation or travel is desired by the individual and has been identified in their individual plan;
 - the individual has obtained out-of-province travel insurance;
 - travel [advice and advisories](#) have been reviewed, and the decision to proceed reflects an awareness of any potential risks by the individual, their support network and SDM;
 - SDM(s) has/have been informed and approve of the vacation or travel;
 - the individual’s day services provider, transportation provider, and any other applicable service providers have been notified of the absence, and Residential Care Licensing has been notified in the event of an extended absence;
 - the individual has sufficient medication(s) for the duration of the vacation or travel, and the legality of those medications in the destination has been reviewed and confirmed;
 - documentation that is necessary to bring medication(s) across borders has been obtained from the physician or pharmacist; and
 - to address the additional risks associated with vacation or travel, the individual’s support needs have been carefully considered as part of their support plan. These include accessibility accommodations, sensory considerations, seizure protocols, behaviour support strategies, water safety measures and supervision requirements.
- **Financial information** verifying the following activities have occurred (if applicable):
 - confirmation vacation or travel has been identified in the individual's personal financial plan, or the individual has received unexpected funds which reasonably support their decision to vacation or travel outside of a documented financial plan;
 - [Authorization for Expenditure](#) has been completed (if required); and
 - the individual is confirmed to have sufficient funds for the vacation or travel.
- **A full budget** of costs for the vacation or travel, including accommodation, transportation, food, recreation/activity personal spending and other expenses. If the individual requires assistance with their personal finances, the vacation or travel costs must be reconciled with the individual’s personal financial plan. All sources of financial assistance must be explored to ensure the individual’s support needs are met.

Note: This budget applies only to the individual’s personal travel expenses and how they align with their financial plan (if applicable). While service provider contributions may be involved in facilitating the vacation or travel, these are not to be included in the individual’s budget. Any such contributions are subject to the service provider’s existing funding from the department.

Note: In situations where the service provider is unable to accommodate support that may be required to facilitate the vacation or travel from within existing resources, and the individual wishes to personally cover the associated costs, this must be clearly documented in the individual’s personal financial plan and budget. The arrangement must ensure transparency, avoid duplication of funding and reflect the informed consent of the individual or their SDM.

- **Signatures** providing approval from the individual, their SDM for personal care/and or property (if applicable) and service provider, and acknowledgement from the CSW.

Service providers must notify all programs providing services to an individual who is planning for vacation or travel that the individual will be absent in order to confirm their eligibility for, or benefits from, these programs are not affected by the individual's absence (e.g., Employment and Income Assistance [EIA], Manitoba Supports for Persons with Disabilities [MSPD], medical or clinical consultants, school, day services and respite providers).

For individuals who receive EIA or MSPD, the service provider must inform EIA or MSPD the individual will be absent from their residential care facility, including the number of consecutive days or if all the residents of a particular residential care facility plan to be absent from the facility simultaneously in accordance with [Section 20.1.8 of the EIA Administrative Manual](#).

If travelling for a reason other than a vacation (e.g., medical appointment, court proceeding, funeral, etc.), consultation with other applicable programs should occur to determine if there is financial assistance that may be available to help with travel expenses. This may include EIA, MSPD, Manitoba Health, Manitoba Justice and/or federally funded programs operated by Indigenous Services Canada.

For vacation or travel plans requiring special permission from programs providing services to an individual, the service provider must ensure these permissions are in place.

6.2 Procedures

Service providers are required to:

- assist the individual to plan for vacation or travel in accordance with person-centred planning principles, as well as the individual's support plan, individual plan and personal financial plan;
- ensure the individual's SDM(s) are aware of vacation and travel plans and they sign the Vacation and Travel Planning Form, if applicable;
- ensure the completed Vacation and Travel Planning Form is submitted to the individual's CSW at least 30 days before the vacation or travel is scheduled to occur. If the individual has the PGT as SDM for personal care and/or property, ensure both the Vacation and Travel Planning Form and the Travel Request Form are submitted at least 45 days in advance;
- ensure programs providing services to the individual (e.g., EIA, medical or clinical consultants, school, day services or respite providers) are aware of vacation or travel plans and any special accommodations are in place, and any documentation required by these programs is completed before the vacation or travel occurs;
- ensure the vacation or travel occurs as outlined in the Vacation and Travel Planning Form;
- advise the CSW and RCL as soon as possible in the event of any critical incident, injury or safety concern that occurs while the individual is on vacation or travel (failure to report such incidents or concerns in a timely manner may result in a review of the service provider's compliance with CLDS policy and may affect the continuation of funding);

- maintain copies of all relevant information on the individual's file, including records of major vacation or travel related expenses (e.g., receipts, bank transaction records, etc.).

CSWs are required to:

- ensure the individual's vacation or travel plans are consistent with person-centred planning principles, as well as the individual's support plan, individual plan and personal financial plan;
- ensure the Vacation and Travel Planning Form and Travel Request Form (if applicable) are reviewed and processed in a timely manner;
- provide information or support to service providers or programs providing services to the individual, if necessary;
- maintain all relevant documentation on the individual's file.

7.0 Policy Documents

Request for Travel Form

Vacation and Travel Planning Form

8.0 Resource Documents

[CLDS – Day Services: Vacation Leave](#)

[CLDS – Management of Personal Funds](#)

[CLDS – Support Plan Policy](#)

[EIA Administrative Manual](#)

[Government of Canada Travel Advice and Advisories](#)

[Manitoba Health Care Coverage](#)