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June 2022

Dear Passport Program Recipient,

I am writing to share some important information with you about the Passport program. The government has made the wage enhancement for personal support workers and direct support workers who provide publicly-funded services to support people in hospitals, long-term care, home, and community care, and social services **permanent**.

As part of the permanent wage enhancement, Passport program recipients can continue to access funding through the same process as the temporary wage enhancement. You can continue to submit claims through the regular claims process for any support hours worked from October 1, 2020, to June 30, 2022.

All claims for support worker hours must be submitted by June 30, 2022, to receive funding for the \$3 per hour top up. Similar to the temporary wage enhancement, the \$3 per hour top up will not come out of your annual Passport approval amount.

Any claims submitted **after the June 30 deadline** for support worker hours will not receive funding for the \$3 per hour top up and instead will be reimbursed from your available annual Passport approval amount, including your increase.

As part of the permanent wage enhancement, **effective July 1, 2022**, you will receive an increase to your annual Passport approval amount of 10%*. Your increase will be prorated for 9 months for the 2022/23 fiscal year. This funding will be automatically added to your Passport approval amount effective July 1, 2022 and no action is required by you. Effective April 1, 2023, the full 12 months of the increase will be provided starting in the 2023/24 fiscal year.

*The 10% funding increase is calculated on what your annual Passport approval amount is on July 1, 2022.

For example only: the increase based on an annual Passport Approval Amount of \$5,000 as of July 1, 2022 will be:

Base Passport Approval Amount As of July 1, 2022	2022/23 Fiscal Year Effective July 1, 2022		2023/24 Fiscal Year Effective April 1, 2023	
	Pro-rated (9 months) Funding Increase	Total Passport Approval Amount	12 month Funding Increase	Total Passport Approval Amount
\$5,000	\$375	\$5,375	\$500	\$5,500

What Happens Next?

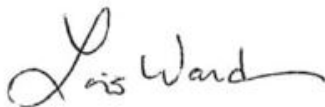
You are **not** required to apply for this increase in Passport funding. Effective July 1, 2022, it will be **automatically added** to your annual Passport approval amount and applied to claims submitted **on or after July 1** for eligible expenditures.

This funding will help you to continue to support your needs, including purchasing support worker hours. The funding will not be specific to direct support workers' wages. You will be able to use your funding on any admissible expenses per the Passport program's guidelines. You can find the program guidelines on the ministry website at <https://www.ontario.ca/page/passport-program-guidelines>

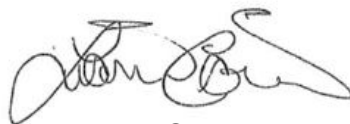
Information about the Passport program is available on the ministry's website at <https://www.ontario.ca/page/passport-program-adults-developmental-disability>

Should you have any questions or concerns, please contact Community Services Coordination Network by phone at 519-438-4783 or 1-877-480-2726 ext. 162, or by email at passport@cscn.on.ca.

Sincerely,



Lois Warden
Passport Manager



Liane Cormier
Passport Manager