



To our valued Passport recipients,

We are excited to share our January 2024 Passport Press Newsletter.

Thank you and Happy New Year!



Passport Press Newsletter

January 2024

NEW YEAR, NEW GOALS!

We are hoping you've all had a restful and joyous holiday season! This New Year, the Passport team comes to you with some exciting new ways to support you, as well as some helpful tips for submitting for reimbursement to PassportONE.

INVOICING TIPS FOR SPEEDY REIMBURSEMENT

Our goal is to educate Passport recipients/PMFs to ensure you feel confident submitting to PassportONE for reimbursement and receive reimbursements in a timely fashion! Here are some invoicing tips to ensure you're submitting all necessary information for PassportONE to approve your submission and process payment quickly!

RECEIPT MUST-HAVES

- ✔ Vendor Details (Name of Vendor, Address, Contact Information)
- ✔ Item(s) Purchased and Price
- ✔ Date Purchased

Remember!

- ! Debit/credit receipts are not sufficient. Itemized receipts only!
- ! Delivery dates are required if an item was purchased/ordered online



MONTHLY CELL PHONE AND INTERNET BILLS

When you receive your monthly cell phone or internet bill, collect the first few pages. Typically, the first 3 or 4 pages of a cell phone or internet bill includes the information necessary for reimbursement. PassportONE requires the vendor information, service period of the bill, plan details/breakdown of services and the total amount owing.

Remember!

- ! PassportONE does not require the call log information for phone bills
- ! Pay-as-you-go cards require a statement of account showing that the card was activated

FUTURE SUPPORT WORKER HOURS AND MILEAGE EXPENSES

PassportONE will not reimburse post-dated or future-dated support worker hours and mileage. When submitting for those expenses, please only include those that are dated up until the date of the invoice submission and nothing beyond that.



For more information about the Passport Program, check out www.passportfunding.ca www.facebook.com/passportprogramfunding

Follow Us on Social Media!

- Facebook: www.facebook.com/CanopySupportServices
- Instagram: [@canopysupportservices](https://www.instagram.com/canopysupportservices)
- www.canopysupport.ca



WHEN IS A SIGNATURE REQUIRED ON PAGE 2 OF THE PURCHASE OF SERVICE FORM?



Submitting on e-Claims:

All Support Worker hours, Support Worker mileage and Primary Caregiver mileage claims require a printed name, signature of provider (SW or Person who provide mileage i.e. Parent) and date on Page 2 of the invoice form to be submitted as supporting documentation with your claim.

Submitting through Email and Fax:

All Support Worker hours, Support Worker mileage and Primary Caregiver mileage claims require a printed name, signature of provider (SW or Person who provide mileage i.e. Parent) and date on Page 2 of the invoice form to be submitted.

Submitting on My Direct Plan:

If you have registered your Support Worker on My Direct Plan, a signed page 2 is not necessary. When you submit your Support Workers hours on the MDP portal, your worker is sent an email to confirm the hours. Upon approval by the worker, this confirmation acts as an electronic signature for the expensed hours.

IMPORTANT INFORMATION ABOUT YEAR END ADVANCE RECONCILIATIONS

If you received a general funding advance for 2023-2024, please remember that those advances will begin to be reconciled with the first invoice submitted as if January 1st 2024.

If you have any questions about your funding advance, please contact your Passport Coordinator!

CPS SUPPLIES AND EQUIPMENT & TECHNOLOGY CATEGORIES

With the introduction of the new Passport Guidelines on April 1st 2023, two categories were created for CPS Supplies and Equipment & Technology. Each category has their own annual maximum reimbursement amount:

- Supplies and Equipment: \$2,000
- Technology: \$3,000



Frequently Asked Questions!

"I have a yearly budget of \$5,500. Are the budgets extra money on top of that \$5,500?"

No – If you choose to make a purchase for eligible items within one of the above-mentioned categories. You can only spend \$3,000 of your \$5,500 on technology items or \$2,000 of your \$5,500 on Supplies and equipment.

"I have a larger budget then the base funding of \$5,500. Does that mean I can spend more on technology or supplies and equipment?"

No – all Passport recipients have the same fiscal year caps within the above-mentioned categories. Your yearly funding amount does not increase or decrease the cap of each category.

Questions?

Reach out to your Passport Coordinator today

Not sure who your Passport Coordinator is? Reach out to the Passport Program at:

- passport@canopysupport.ca
- 705-876-9245 ext. 340
- Toll Free: 1-888-616-3456 ext. 340



VIRTUAL LEARNING GROUPS

The Passport team is very excited to announce our new Virtual Learning Group schedule! This is your chance to learn more about specific topics, meet coordinators and ask questions! For more information, please check out www.canopysupport.ca/calendar-of-events

January Virtual Learning Groups

- TUESDAY JANUARY 16TH
6:00PM - 7:00PM
Overview of the DSO,
PassportONE and Canopy
- THURSDAY JANUARY 18TH
12:00PM - 1:00PM
So, You've Hired a
Support Worker!
- TUESDAY JANUARY 23RD
6:00PM - 7:00PM
Annual Allowances: Technology
and Supplies & Equipment
- THURSDAY JANUARY 25TH
12:00PM - 1:00PM
Funding Advances
- TUESDAY JANUARY 30TH
6:00PM - 7:00PM
Overview of My Direct Plan

February Virtual Learning Groups

- THURSDAY, FEBRUARY 1ST
12:00PM - 1:00PM
Preparing for End of Fiscal Year
- TUESDAY FEBRUARY 13TH
6:00PM - 7:00PM
So, You've Hired a
Support Worker!
- THURSDAY FEBRUARY 15TH
12:00PM - 1:00PM
Overview of the DSO,
PassportONE and Canopy
- TUESDAY FEBRUARY 20TH
6:00PM - 7:00PM
Funding Advances
- THURSDAY FEBRUARY 22ND
12:00PM - 1:00PM
Annual Allowances: Technology
and Supplies & Equipment
- TUESDAY FEBRUARY 27TH
6:00PM - 7:00PM
Preparing for End of Fiscal Year
- THURSDAY FEBRUARY 29TH
12:00PM - 1:00PM
Overview of My Direct Plan

March Virtual Learning Groups

- TUESDAY MARCH 12TH
6:00PM - 7:00PM
Overview of the DSO,
PassportONE and Canopy
- THURSDAY MARCH 14TH
12:00PM - 1:00PM
So, You've Hired a
Support Worker!
- TUESDAY MARCH 19TH
6:00PM - 7:00PM
Annual Allowances: Technology
and Supplies & Equipment
- THURSDAY MARCH 21ST
12:00PM - 1:00PM
Funding Advances
- TUESDAY MARCH 26TH
6:00PM - 7:00PM
Overview of My Direct Plan
- THURSDAY MARCH 28TH
12:00PM - 1:00PM
Preparing for End of Fiscal Year

Register Today!

To learn more about our virtual learning groups, including full description of each event and how to register, please visit our website at www.canopysupport.ca/calendar-of-events

Questions?

Reach out to your Passport Coordinator today!

[Download January 2024 Passport Press Newsletter Here](#)





Try email marketing for free today!