

1. STATUTORY AUTHORITY

Child, Family and Community Service Act, Sections 5 and 93

2. OBJECTIVES

To provide support and relief for families of children with special needs by providing direct child care and household management services, and/or training in these areas.

3. DESCRIPTION

Homemaker/Home Support services are provided by trained personnel and include direct care of children and household management, as well as the provision of training in household management skills. They may be provided on a short term, on-going, intermittent or as needed basis.

4. ELIGIBILITY

For eligibility information, see the Eligibility for Family Support Services Policy

5. PROCEDURES

5.1 Service Approach

Children and Youth with Special Needs Support Workers (CYSN SW) should assess the family's needs and ensure that other support services would not be more appropriate. Expectations, reasons for service and amount of service should be discussed with the family and agreed to. The CYSN SW may authorize up to 125 hour of service per month. The Team Leader must authorize any service in excess of 125 hours per month. An Authorization and Service Plan form (CF0603) is to be completed in order to authorize service. The signature of the parent is required if the family has to make a contribution. The homemaker agency is responsible for the collection of family contributions. A copy of the completed (CF0603) is to be forwarded to the appropriate accounting office.

A Support Services Agreement (CF2606) is to be completed with the family in order to initiate service. Service may be authorized for up to 6 months at one time. Service over 12 months in total should be reviewed and approved by the Team Leader.

5.2 Income Testing

The ministry must administer an income test, as prescribed under Canada Revenue Agency (CRA) tax legislation, to determine the amount of the benefits since the funding is considered by the ministry to be social assistance and is non-taxable to recipients. Also, in accordance with CRA regulations, the ministry will not be issuing T5007 information returns to the recipients because it considers the funding in respect of medical expenses or child care expenses. The Children and Youth with Special Needs Support Worker (CYSN SW) is responsible for completing the Support Services Income Test (CF2186) to determine whether the family must contribute to the cost of the respite care.

Refer to the **Determining Parental Contributions for Family Support Services Policy** for information on administering the income test.

5.3 Payment Procedures

Societies and agencies are to submit a Statement of Homemaker/Home Support Worker Services (CF0035) on a monthly basis to the appropriate district office. Societies may use an alternate form, subject to prior approval by the Director of Financial Services.

The district office is responsible for checking the form for completeness, and ensuring that it accurately reflects the services authorized via the Authorization and Service Plan (CF0603). The signed Statement of Homemaker/ Home Support Worker Services form (CF0035) should then be forwarded to the appropriate accounting office, along with a completed Invoice Coding Block (CF2094). Errors in recording the approved rate on the CF0035 or in calculation will be corrected by the accounting office

5.4 Forms for Homemaker/Home Support Services for Families with Children with Special Needs

CF0603	Authorization and Service Plan
CF0035	Statement of Homemaker/Home Support Worker Services
CF2186	Support Services Income Test
CF2094	Invoice Coding Block
CF2606	Support Services Agreement