

## TERMS AND CONDITIONS

### *Family support program*

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1. The subsidy is determined in accordance with the needs identified at the time of the evaluation and may vary from one year to another.
2. The grant that is allocated must be used to fund family support services such as: respite, babysitting, regular and specialized day and day camps, according to the intervention plan that has been established and agreed between the user, his family and his responsible caretaker.
3. Regular activities (eg: swimming, judo, singing) intended for the general clientele are not any considered as activity substitute in the respite. Only the specialized activities will be eligible whose animation ratio, programming and place of activity are adapted to the person.
4. All financial assistance will be allocated in one installment either by check or direct deposit. To accelerate the payment, the direct deposit is privileged.
5. No payment or refund will be made directly to private, community or municipal organizations. You will now be responsible for paying for respite services (ex: day camp, weekend respite, etc.)
6. The entire grant will be paid directly to the user or his legal representative. In the case of a shared custody of a user, the payment will be made to a single parent. This parent is responsible for notifying the other parent and agreeing terms and conditions for using the grant.
7. The use of the grant must be justified according to scales established on a document entitled "justification".
8. Whether for babysitting or respite care, you have the freedom to determine or change the family support services you will use during the year.
9. The supporting documents must be **completed and kept for later verification**. The CISSS of Laval may send you a written demand asking you to justify the subsidy amount by presenting the below justification document and receipts. **Please note that all unused and unjustified amounts will have to be returned to the CISSS the Laval.**
10. You must inform your responsible caretaker of all situations that may affect the services on a temporary or permanent basis (example: hospitalisation, placement of the handicapped person, vacation outside of Québec, death, etc.). **Reimbursement of the grant in proportion to the absence period of more than one month must be done at CISSS Laval.**
11. Since the main goal of this program is to offer respite to the family, please note that a member of the family who lives with the handicapped person cannot be paid for babysitting services. You must inform your responsible caretaker of all situations where this is the case
12. If the family moves, you are responsible for informing your responsible caretaker as soon as possible so that we can proceed with the transfer of your file, with your agreement, to the appropriate CISSS.