

MANUAL OF ADMINISTRATION

TOPIC: Finance	SUBJECT: Use of Charitable Donations	Code: FN020
		Date of Issue: December 1994
		Revised: October 2022
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SCOPE: In order for an individual to apply for this assistance, all other avenues from which assistance can be obtained must be exhausted. Each application will be assessed individually based on need.

DEFINITION OF ESSENTIAL ITEMS - ITEMS THAT DIRECTLY IMPROVE THE:

Health of the individual
Safety of the individual
Quality of life of the individual

This does not include such items that are non-essential.

DEFINITION OF OTHER AVENUES: Parents, significant others, Social Service Programs such as ODSP, Special Needs allowance, Ministry of Health, other applicable non-profit and social organizations.

To Qualify - This individual must be receiving support in the Residential Program. He/she must have no family or family with limited finances.

1. The person acting on behalf of the individual must submit in writing the following to the Executive Director for:
 - (a) The item requested,
 - (b) The cost of the item,
 - (c) The reason the item is needed and how it contributes per above,
 - (d) The other avenues that have been pursued and the results,
 - (e) A brief summary of the financial position of the individual requiring assistance.