



Passport Program Tip Sheet

~ For Passport Participants and the Service Providers who Support Them ~

Waiting for Funding

The Passport program is committed to the efficient and effective use of resources and recognizes that the need for direct funding support is greater than available community resources.

All individuals interested in accessing the Passport program must apply through Developmental Services Ontario (DSO). Applications from eligible individuals are allocated a funding amount by the Passport program based on the information provided by the DSO.

Where is my application?

The Passport program receives new applications for Passport funding on a monthly basis from the DSO. When received they are assessed and then stored electronically and in a paper file.

All applications remain active until such time as they are selected for funding or the person requests the application be closed. If the person applying for funding moves outside of Toronto to another part of Ontario, their application will be transferred to their local Passport agency.

How are applications sorted?

When new funding is made available by the Ministry of Community and Social Services (MCSS), Passport applications are sorted prior to consideration for funding.

First, applications are sorted into the three types of Passport funding available: community participation supports (CPS), respite, or both CPS and respite.

Funding Types		
Community participation supports	Respite	Both

Based on the initial review of the application and the allocated funding amount, the applications are then sorted into annual funding levels as directed by MCSS.

Funding Level	Maximum CPS	Maximum Respite	Maximum Both
A	\$6,250	\$2,500	\$8,750
B	\$12,500	\$5,000	\$17,500
C	\$18,750	\$7,500	\$26,250
D	\$25,000	\$10,000	\$35,000

Can I find out more information about my application?

Information such as the living situation, current supports, medical and/or behavioural needs of the person waiting for funding may change over time which could impact the amount of allocated funding. As a result, the funding level and the amount of allocated funding for each application is confidential and is not disclosed to the person applying for funds, their family, or any other service providers while the individual is waiting for funding.

A waiting list for service is not maintained on an ongoing basis. Instead, all applications eligible for funding are sorted at the time that new funding is announced as described above.

Keep in touch

Applications are reviewed and selected for funding based on the information provided to the DSO. If there are significant changes in the life of the person applying for Passport funds they should contact the DSO to update their application.

Individuals waiting for funding are asked to update the Passport program with any changes to their name, address, phone number, and caregiver information.

If you have additional questions about the application process, please call the Passport office, refer to our website, or refer to the MCSS website:

Passport phone: 416-780-1106

Passport website: www.familyserVICEToronto.org/programs/passport

MCSS website:

<http://www.mcSS.gov.on.ca/en/mcSS/publications/developmentalServices/passportGuidlines/section1.aspx>
