

Accessibility Supports Equipment Loan Program Application Guide

Easter Seals Alberta Equipment Loan Program provides funding and equipment to people with disabilities. This guide is meant to help you understand and complete the equipment loan program application and all supporting documents. There are four sections included in this guide, program eligibility, application package, required documents, and frequently asked questions.

PROGRAM ELIGIBILITY

Basic eligibility for the equipment loan program includes:

- Must be a resident of Alberta.
- Must be at least 18 years old to submit this application (if applicant is a child, their parent/legal guardian must complete the application on their behalf).
- Must have a permanent disability (see medical eligibility below).
- Must require the use of a mobility aid/assistive equipment.
- Must be in financial need (see financial eligibility below).
- Easter Seals does not reimburse for equipment already purchased.

Medical Eligibility

- Must have a permanent/degenerative/progressive disability/chronic health condition.
- Must require the use of a mobility aid or assistive equipment due to said disability/chronic health condition.
- If using a mobility aid/assistive device, it must no longer be suited to your needs.
- Temporary disabilities/health conditions are **not** considered eligible for this program.

Financial Eligibility

- Must be able to show financial need.
- Accurate household income and expenses must be provided and will be reviewed as part of the application.
- Copies of the most recent notices of assessments for all household members are part of our required supporting documents.

APPLICATION PACKAGE (all sections of the application package are mandatory)

Page 1

Contact Information

- ♦ Applicant
 - The person with a disability/chronic health condition who requires the funding/equipment.
- ♦ Secondary Contact
 - Designated by the applicant to be contacted by Easter Seals in the event that the applicant cannot be reached. This should be someone that the applicant will maintain close contact with.
- ♦ Occupational Therapist
 - The applicant's occupational therapist. If you do not have an Occupational Therapist, you can ask for a referral through your family Doctor. If you do not have a family doctor call Health Link at 811 to speak to an Information & Referral Specialist.
If you are over 65 years of age, you can also call 403-SENIORS (403-736-4677) if you are in or around the Calgary Area. Outside of the Calgary area, please call 811.

Accessibility Supports Equipment Loan Program Application Guide

Page 2

Relevant Client Information

- ◆ Basic medical information
- ◆ Birthday, height, weight, age, and gender.
- ◆ Indigenous Status. This information is only used for reporting, it has no bearing on the outcome of your application review.
- ◆ Disability information
 - Click the box(es) that represent your disability/chronic health condition and apply to your request for equipment/funding.
 - If there is not a box that applies to your situation, please fill out the section at the bottom of the chart that indicates 'other'. Please be as specific as possible.
 - Please tell us more about how your disability affects your day-to-day life; the more information, the better.

Page 3

Easter Seals information

- ◆ Please indicate if you have applied before. If you have, please indicate when and what the result of that application was.
- ◆ Please indicate if you have participated in other Easter Seals Alberta programs. For example, Easter Seals Camp Horizon or scholarships.

Living Situation

- ◆ Living arrangements
 - Please indicate if you live alone or with others (indicate who).
 - Please check the box next to your type of dwelling.
 - If your type of dwelling is not indicated, please explain in the 'other' section.
- ◆ Storage and Accessibility
 - Indicate where you will store your equipment. We do require that you have secure indoor storage for any equipment that is provided to you.
If storing your equipment in your residence, indicate if your home is accessible. Both from the exterior as well as within the home.
- ◆ Provider of personal care/support/assistance
 - Check the box(es) next to who provides your personal care, support, or assistance.
 - If none of the boxes apply, please explain in the 'other' section.
- ◆ Current Equipment
 - This helps us better understand your current mobility and needs.
- ◆ Transportation
 - Indicate your mode of transportation in the community.
 - Check the box(es) next to how you get around outside the home, if none of the options apply, please explain in the 'other' section.

Accessibility Supports Equipment Loan Program Application Guide

Equipment Request

- ◆ Type of equipment
 - Please check the box next to the equipment you are requesting.
 - If the equipment is not listed, please explain in the 'other' section.

Page 4

- ◆ Equipment trial
 - We require a trial to be done to ensure a proper fit for you, your needs, and your lifestyle.
 - It is important that this is done *with* your Occupational Therapist.
- ◆ Equipment benefit
 - Please check all boxes that describe how the equipment you are requesting will benefit you.
 - If there is another reason not listed, please use the 'other' box to tell us.

Funding request

- ◆ Type of funding
 - Please check the box next to the type of funding you are requesting.
 - Full Funding indicates that Easter Seals Alberta is the only agency you have requested funding through.
 - Cost Share indicates that you have requested funding through other agencies (ie. MS Society, RAMP, service clubs, etc.) and / or you are willing to contribute funds yourself.
- ◆ Cost share
 - Indicate the amount that will be contributed by you/others.
 - If your request exceeds \$5000, you must provide details of who will cover the remaining balance.
 - A letter is required from whomever is providing the cost share funding to indicate the amount that that they will be contributing.
- ◆ Further information
 - Please answer the two questions to the best of your ability to give us an idea of your financial situation.

Page 5

Financial information

Monthly income

- ◆ Check the box(es) next to **all** sources of monthly income and write the dollar amount in the box(es) next to it.
 - **Applicant-** the main applicant or if the applicant is a child, their parent/ guardian.
 - **Spouse/Partner-** Applicant's spouse/ partner or if the applicant is a child their other parent/ guardian.
 - **Family, dependents-** please include family and dependents living in your household who contribute towards the monthly income)
 - Other income could include; private insurance, long term disability, student loans, rentals, investment income, child maintenance, trust funds or anything else.

Page 6

Total Monthly Income

- ◆ Bring down Income totals from Tables A, B & C to determine total household monthly income.

Monthly expenses

- ◆ Check the box(es) next to **all** household monthly expenses and write the dollar amount in the box(es) next to it.
 - Please add the balance of any mortgage, car loans, other loans and credit cards. We use this information to help us assess your application.
 - Calculate your total household income and total household expenses in the provided spaces
- ◆ Notice of assessments
 - Attach the most recent notice of assessments for everyone in your household from the Canada Revenue Agency as well as notice of assessments from any student loans.

Page 7

Maintenance agreement

- ◆ Equipment will be considered a loan and **Easter Seals Alberta will retain ownership of the equipment.**
- ◆ It is the client's responsibility to maintain the equipment in good working order. Over the life of the equipment, this may include, for example, new tires or batteries.
- ◆ If the equipment is no longer working for you, please contact Easter Seals Alberta to return the equipment.
- ◆ If the equipment is older than 5 years old, Easter Seals Alberta may direct you to dispose of the equipment on your own. Please contact us prior to disposing of any equipment on your own, even if you can confirm it is older than 5 years old.

Page 8

Media release consent

- ◆ Easter Seals Alberta uses client photos, thank you letters, personal stories, and/or other identifying information to educate the community of what we do and who we are, motivate potential donors to give, and inform our sponsors of the benefits of their donations. Easter Seals Alberta requests the use of your personal information for the purposes outlined above.
 - Only first names will be used, and pseudonyms can be used upon request.

Accessibility Supports Equipment Loan Program Application Guide

REQUIRED DOCUMENTS (If one or more documents are missing, your application will be considered incomplete and not reviewed until we receive all required forms)

1. Complete application package
2. Occupational therapist assessment - If you do not have an Occupational Therapist, you can ask for a referral through your family Doctor. If you do not have a family doctor call Health Link at 811 to speak to an Information & Referral Specialist.
3. Most recent notice of assessments for all household members from CRA as well as student loans if applicable.
4. Vendor quote (a vendor is any business who sells mobility aids/medical equipment, a quote is a letter or invoice document from them stating how much the required equipment costs.
5. Cost share letter (if applicable)

FREQUENTLY ASKED QUESTIONS

How will I know that you have received my application?

Once we have received your application, one of our team members will reach out to you and/or your Occupational Therapist to let you know that your application has been received. This message will either let you know that your application is complete or what information is required for it to be complete.

How long is the wait time to be approved or denied?

We aim to review your application within 3 months of receiving it. You will be contacted by a case coordinator when your application is approved or denied.

My application was denied, what can I do now?

If something has changed in your situation, you are welcome to re-apply one year after your denial letter was sent.

How long is the wait time to receive funding or equipment?

The wait time to receive funding or equipment can vary. We do not provide a timeline due to the fluctuations in applications and funding we receive. We will contact you when we have your funding/equipment ready. We do not bump clients ahead on the list or rush applications, every application is treated with the same courtesy.

Why do I need to see an Occupational Therapist to complete my application?

Occupational therapists work with the Accessibility Supports team and you to ensure the equipment that you are applying for is appropriate and safe for your abilities and environment and will continue to meet your daily needs.

Why do you need to know my specific disability/chronic illness?

We understand that all disabilities/chronic illnesses are different. Knowing your diagnosis helps to give us an idea of the challenges you may face and the support you may require from us.

Accessibility Supports Equipment Loan Program Application Guide

Why are my living and transportation situations relevant?

We need to ensure the equipment will be maintained and treated safely. Knowing where it will be stored and how it will be moved is important for us to know how it will be treated.

If you take specialty transportation (Access, DATS, etc) please try and trial your equipment with them to ensure that is compatible with their vehicles.

Why do I have to complete a trial of the equipment first?

This is to ensure the equipment is the right fit for you. We want to ensure that the equipment we provide you with meets your needs and is a good fit for you/your lifestyle. If you take specialty transportation (Access, DATS, etc) please try and trial the equipment with them to ensure that is compatible with their vehicles.

Why do you need to know where my income comes from and what all my expenses are?

Knowing where your income comes from gives us a clearer picture of your financial situation and is used to help us determine your eligibility for the program. We need to ensure that you have the funds to maintain and care for the equipment we loan you.

Why do you need to know the balance of my mortgage, loans and credit cards?

This also helps give us a clearer picture of your financial situation, your available assets and level of debt that you may have. We need to ensure that you have the funds to maintain and care for the equipment we loan you.

Why do you need my notice of assessments if I explain my income and expenses?

We use your NOA to verify your income and to determine your financial eligibility for the program.

Who will have access to my personal information?

The Accessibility Supports team will have full access to your application and supporting documents. We keep this information private and do not share it with anyone outside of our team. The only information that will be shared outside of our team is whatever you agreed to in your media release.

How much should I save for maintenance?

We work with our vendor partners to ensure that equipment is thoroughly inspected and in good working order before delivering it to clients. However, over the life of a scooter or power chair some maintenance will need to be done. The most common things that will need to be replaced include tires and batteries. A tire typically costs approximately \$80, and most scooters take four. A battery costs approximately \$315 and some equipment requires two.

Accessibility Supports Equipment Loan Program Application Guide

What if my situation has changed and I can no longer use my equipment?

If you can no longer use your equipment please contact us. We will determine whether it can be returned to our loan pool. If it cannot be returned you will be responsible for the disposal of the equipment.

Any personal information that Easter Seals Alberta may collect is collected in compliance with section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected is limited to what is necessary for determination of eligibility for benefits and programs. This information and all associated records and files shall remain under control of Alberta Seniors & Community Supports ministry and will be provided to them upon their request. All reasonable efforts shall be taken against such risks as unauthorized access, collection, use, disclosure, disposal, and disaster. For any questions or concerns about the collection, use and disclosure of personal information, please contact Easter Seals Alberta.