Passport

Application and administration procedures for 2007/08

What is Passport?

Passport is a program that helps young people with a developmental disability who have left school take part in meaningful community participation supports.

The program provides funding so that young people with a developmental disability can take part in programs and services that:

- focus on individual goals, work activities and community participation
- promote independence
- encourage continuing education and personal development
- foster social, emotional and community participation skills.

Who can apply?

This program is for residents of Ontario who have a developmental disability, and

- have left school and would benefit from community participation supports, or
- have been waiting for service and need community participation supports.

Individuals who are receiving income supports from the Ontario Disability Support Program can also apply.

Participants in Passport can live independently or in supportive living. Priority is given to applicants who are living at home with their families.

Individuals who are already taking part in community participation supports funded by the Ministry of Community and Social Services can apply for Passport. If approved for Passport, they must be willing have to give up these programs for other people who need these services. Here are some examples of community participation supports:

- Foundations
- basic life skills training programs
- activities for personal development programs
- volunteer activity programs
- work activities programs that pay below minimum wage
- social and recreational programs
- vocational training programs.

(If you would like more information on types of community participation supports, please refer to the Passport Guidelines.

How the program works

Passport is:

- funded by the Ministry of Community and Social Services, and
- delivered by designated community agencies.

The 2007/08 application and administration process consists of several steps.

Step one: Applying for Passport

If you are applying for the first time

The individual, a family member, agency or someone acting on behalf of the individual

- must complete the full Passport application, and
- submit it to their designated agency by **June 15, 2007**.

The application is good for three years.

If you have already applied and are waiting for your application to be processed

- you don't have to re-apply
- you have to let your designated agency know **by June 15, 2007** if any of the information you provided on your application has changed.

If you have already applied and have been placed on a wait list

- you don't have to re-apply
- you have to let your designated agency know **by June 15, 2007** if any of the information you provided on your application has changed.

Step two: Allocating funding amounts and prioritizing applications

After June 15, 2007, designated agencies review applications and:

- determine funding amounts by following guidelines set out in the Passport Decision Support Guide (PDSG), and

- prioritize applicants according to local community planning practices.

Step three: Notifying applicants

Designated agencies notify applicants who are prioritized for funding by sending them a letter.

Applicants then have 30 calendar days from the date on the letter to accept Passport funding.

If they haven't responded within the 30-day period, someone who is on the wait list will be offered the funding. (The wait list is made up of individuals who are eligible for Passport funding but have not been prioritized for funding.)

Step four: Administering the funding

There are three kinds of funding options. This gives individuals and their families flexibility in deciding how to access services.

1. direct funding – lets them purchase services and supports directly

2. through transfer-payment agency services, or

3. a combination of direct funding and transfer-payment agency services.

Applicants have to decide what kind of funding option they want and notify the agency.

Learn more

- [About Passport](#)
- [Passport application form](#)
- [Person-Directed Planning Guide](#)
- [Person-Directed Planning Guide (plain language)](#)
- [Passport Guidelines](#)
- [Passport Frequently Asked Questions](#)