

Pre-Approval Request (PAR) Application

Overview

If you have an exceptional circumstance or unique support needs that you feel necessitate the purchase of supports that are not typically admissible under the Passport program, you can submit a Pre-approval request with an extenuating circumstance.

The Pre-approval process is to be used **prior** to the expense being incurred. Should you have already purchased an item, and a decision is made that the cost will **not** be reimbursed, you are responsible for any costs incurred.

All Pre-approval submissions must be aligned with the intent of the Passport program, specifically:

- The **goals and principles** of the Passport program, as described in the April 2023 Passport guidelines;
- The **alignment** of the service/item to your specific support needs; and
- The **cost-effectiveness** of the expenditure.

Please note the following:

- Decisions made by the program through the Pre-approval process are final.
- Expenses over the annual maximum reimbursement amount for the categories of Technology and Community Participation Support Supplies and Equipment must be tied directly to your support needs.
- Pre-approval requests for Behavioural Support Plan must include a description of the behavioural issue/concern, an explanation of why the BSP is needed, and how it aligns with the recipient's support needs.

EXCLUSIONS

There are some types of inadmissible expenses that are specifically excluded from the Pre-approval process. These expenses are always inadmissible and are identified in the table found in **Appendix B: Inadmissible Expenses** of the **April 2023 Passport guidelines**.

As well, the pre-approval process cannot be used to request:

- Exceptions to the eligibility restrictions for Persons Managing Funds, Registered Support Workers and Unpaid Primary Caregivers.
- Debt forgiveness.
- Exemption from claim reconciliation requirements.
- Technology expenses associated with data/internet plan overages that exceed the maximum allowable reimbursement amount of \$3,000 per fiscal year.

Pre-Approval Request (PAR) Application

Section 1 - Applicant Information

1. Recipient Name: _____
2. Client Code: _____
3. Passport Agency Name: _____
4. Requestor Name: _____
5. Requestor's relationship to the recipient (choose one)
 - Self
 - Person Managing Funds
 - Transfer Payment Recipient (name) _____
 - Generic Service Agency (name) _____
 - Broker (name) _____
 - Other _____

Section 2 – PAR Type

Select One	PAR Type	Sections to be Filled In
A	Inadmissible expense based on extenuating circumstance	3, 4 (A), 5 and 6
B	Request to exceed a maximum annual reimbursement amount (cap)	3, 4 (B), 5 and 6
C	Recipient's Air travel/ Accommodation	3, 4 (C), 5 and 6
D	Indirect respite	3, 4 (D), 5 and 6

Section 3 - PAR Information

1. Expense Description

Request for Product/item, *for more than one item, include an itemized breakdown of all items.*

Item(s) requested: _____

Web link: _____

Expense Amount (*can be an estimate*): \$ _____

Request for Services:

Service description: _____

Number of hours: _____

Estimated hourly rate: _____

Start Date (yyyy-mm-dd): _____

End Date (yyyy-mm-dd): _____

Expense Amount (*can be an estimate*) : \$ _____

2. Has the expense already been incurred?

Yes

No

3. If the expense has already been incurred, has the expense been submitted and been denied for reimbursement?

Yes

No

Section 4 - Supporting Information

A. Request for inadmissible expense based on extenuating circumstance

Please answer **all** of the following questions.

1. Describe the extenuating circumstance(s) that relate to the request

2. How does the request align to the program goals and principles as described in the April 2023 Passport guidelines?

3. How is the request aligned to the recipient's *specific* support needs?

4. Describe how the request is the most cost-effective option to meet the recipient's support needs.

5. Does the request allow for adequate remaining funds for other key services and supports needed for the remainder of the fiscal year? Please explain.

Yes No

B. Request to exceed a maximum annual reimbursement amount (cap)

Select the type of expense

- Technology
- Community Participation Support Supplies and Equipment

Describe how this request aligns to the recipient’s specific support needs.

C. Request for recipient air travel / accommodation

- Air Travel
- Accommodation
- Both

Travel/accommodation departure date (yyyy-mm-dd): _____ return date (yyyy-mm-dd): _____

Travel location: from _____ to _____

Describe the reason for air travel/accommodation.

D. Request for indirect respite

Requests should be short-term arrangements (up to 6 months) that help primary caregivers manage household and family responsibilities that are not directly related to caring for the person with a developmental disability.

Reason for indirect respite and explain (check all that apply and provide corresponding details below)

- Changes in support needs or support arrangements.
- Competing caregiving demands.
- Health and safety of the caregiver.
- Health and safety of the person with a developmental disability.

Reason detailed:

Section 5 – Supporting Documents

Are supporting documents being provided as part of this application?

Yes

No

If yes, please provide the following information:

of supporting documents: _____

List of document names:

1. _____

2. _____

3. _____

Section 6 – Requestor Attestation and Signature

I confirm that all information is complete and true to the best of my knowledge, and confirm that the request meets the preapproval criteria, and that the request does not consist of a product/service that is excluded from the preapproval process as defined in Appendix B: Inadmissible Expenses of the April 2023 Passport Guidelines.

Requestor Name

Requestor Signature

Date

FOR PASSPORT AGENCY USE ONLY

Meets PAR principles

- Yes
- No

Comments

Note: Attestation below is required while submitting the PAR in CRM

Attestation

I confirm that the request meets the pre-approval principles as described in the April 2023 Passport guidelines.

The request is not for a product/ service that forms part of the exclusion from pre-approval process as listed in Appendix B: Inadmissible Expenses of the April 2023 Passport guidelines.

The request is being submitted in response to the request received from the Requestor, and the request is reviewed for completeness and to ensure all the required information has been provided.