



Saskatchewan Division
150 Albert Street; Regina, SK S4R 2N2
Phone: (306) 522-5600
Toll-free: 1-800-268-7582

Up to \$200 per person
(January-December 2011)

MS Caregiver Special Assistance Program Guidelines

The purpose of this program is to assist the **primary caregiver of a person with MS** to purchase products, activities and/or services to enhance their quality of life through respite. Assistance funds are designed to meet a one-time or a short-time need and not to provide ongoing financial assistance.

Eligibility Criteria

Funds are not guaranteed. You will be notified when a decision is made – typically 4 weeks after your application is received at the MS Society.

1. The applicant must reside in Saskatchewan and be a **primary caregiver to a person with multiple sclerosis**. The person with MS must be identified on the application and they must be a current member of the MS Society of Canada. *In some cases, a physician's note verifying the diagnosis of MS, may be required.*
2. MS Caregiver Special Assistance Program funds are intended to provide limited financial assistance. Funds are not provided for ongoing financial assistance.
3. In many circumstances, the MS Society will only partially assist in paying for the identified use, the maximum allowable amount per person per year is \$200 – the individual will be responsible for any remaining cost.
4. Only one caregiver per person with MS, may apply for up to \$200 from the MS Caregiver Special Assistance Program.
5. **Receipts to verify funds have been spent on the approved products, activities and/or services – must be submitted in a timely manner** (3-4 weeks unless alternate permission is given from Program Manager).
6. Medication purchases are *not* eligible for coverage.
7. Acceptable uses would include: therapeutic massage, assistance with house and/or yardwork, registration fees for recreation classes, etcetera. **To discuss possible uses that may be covered, please contact the Program Manager, Cassie Nesbitt, in Saskatoon call 244-0045, or toll-free 1-800-691-0890 or at cassie.nesbitt@mssociety.ca**

Administration:

- Administration of the MS Caregiver Special Assistance Program funds is the responsibility of the Client Services Department and in some circumstances the MS Special Assistance Advisory Committee, will be consulted for application review and decision.
- Funds will not exceed the amount set aside in the annual budget approved by the Division Board of Directors. MS Caregiver Special Assistance Program funds must be perceived as a finite and limited fund. Applications will be processed on a first-come-first-served basis, until the budgeted amount has been depleted. Once the budgeted amount has been depleted, no new applications will be accepted until the next fiscal year. **A limited amount of funds are available.**

The '*MS Caregiver Assistance Program*' is intended to provide funding support to the primary caregiver to a person with MS – to provide respite from their care giving role and to enhance their quality of life.

Application & Distribution of Funds:

- Individuals apply to the program by submitting an application to the MS Society – Saskatchewan Division office.
- The recipient of funds must make his/her own arrangements for purchasing products, activities and/or services. Funds must only be spent on the identified items or services that funds were approved for.
- If funding is approved, the applicant will be notified in writing and a cheque will accompany the letter. The letter will explain the receipt submission process.
- The recipient of the funds will be expected to **submit an official receipt within 4 weeks of receiving the funds**. Other arrangements *may* be considered on an individual basis, but must first be approved by the Program Manager. Copies of cancelled cheques, store/purchase receipts (till tapes), carbon copies from money orders, or hand written/manually completed receipts from the service provider will be accepted – only if the following is on the receipt: name of service provider, address, telephone number, hours of service, rate of pay, what the service was and the date service was provided. These are acceptable receipts. Random and periodical follow up *will* be made to verify receipts. Use of funds is *not* retroactive - receipts from purchases within current fiscal year are allowable.
- Failure to provide a receipt will impact future applications.
- If an individual's application is *not* approved, they will receive a letter outlining the reason the request was denied. The Program Manager may also telephone individuals to discuss other possible uses for funds, if their application is denied.
- For incomplete applications, a letter or phone call will occur to collect missing information and will likely take longer than the estimated 3-4 weeks to process.

Contact the Program Manager – Cassie Nesbitt, if you need further clarification about the program and/or receipt process, please call 244-0045 in Saskatoon, or call toll-free 1-800-691-0890 or cassie.nesbitt@mssociety.ca