



Direct Funding

Self-Managed Attendant
Services in Ontario

Self-Managed Attendant Services – Direct Funding Program

MEMO

To: All Self-Managers

From: Direct Funding Program

Date: August 7, 2020

Re: Temporary Pandemic Pay for Self-Managers' attendants

We first want to thank you all for your patience as we work through the rules of the temporary pandemic pay program offered in Ontario. We have connected with the Toronto Central Local Health Integration Network (LHIN) and have confirmed the funding is coming to the program very shortly.

As you may recall, there are two types of Temporary Pandemic Pay (TPP):

- \$4 top-up on all hours worked by attendants – funding for this should be deposited to your Direct Funding account by Friday, August 14;
- \$250 lump sum payment(s) for attendants who worked 100+ hours in any of the four 4-week eligible periods between April 24 and August 13, 2020, to be paid once documentation is received from Direct Funding Program participants (estimate late August/early September)

We want to clarify how the TPP should be paid to your staff:

- 1) The \$4 top-up pay should be paid as a separate payment to each of your staff, on a separate pay run. This should not be included with your attendants' regular pay.
- 2) The \$250 lump sum(s) should also be paid as a separate payment, however you will first have to submit to the Direct Funding program information about those attendants who are eligible for this payment.

Also, as noted in our memo of July 30, 2020, there are strict rules surrounding the TPP funding. As a result, the reporting requirements for the program as a whole, and for each individual Self-Manager, will require some extra work on all our parts. There will be added scrutiny from the TPP program and the Ministry of Health for all payments from this fund.

\$4 top-up:

- a) Shortly after we provide the funds for this, we will send you a questionnaire requiring you to submit information including the number of staff who received the \$4 top-up, the total hours paid, the gross and net pay, and the total MERCs (CPP, EI, vacation pay and WSIB) associated with these payments; we expect you may need the assistance of your bookkeepers for this. (Please see below for more information about compensation for your bookkeeper.)
- b) Additionally, with your next quarterly report, you must submit time sheets (or whatever method you use to track and record attendant hours), along with all pay stubs for the period from April 24 to Aug 13.

- c) You will receive more detailed information and a link to a Survey Monkey questionnaire later this month after you receive these \$4 top-up funds.

\$250 Lump Sum Payment

Additionally, we must collect specific information from employers with staff who meet the eligibility criteria for the lump sum payment(s) (working 100+ hours in one or more of the eligible 4-week periods). If you have staff who have worked 100+ hours for you alone, this is a fairly straightforward process; however, if attendants worked 100+ hours between multiple eligible employers the attendant will need to collect an extra form signed by each of the employers. We will do our best to make this process as simple as possible for you and your staff. Next steps include:

- a) A memo will be circulated Monday, August 10 providing the forms that must be completed to apply for the lump sum payments.
- b) Self-Managers with staff who are eligible for the lump sum payments must submit a signed “attestation” (form) confirming you meet all the requirements of the TPP program and that you are only paying staff who are eligible to be paid.
- c) For those Self-Managers with staff who have worked 100+ hours for them alone, or when combined with other employers (i.e. other Self-Managers or agencies), Self-Managers will need to submit a TPP chart identifying how many hours were worked in each of the four 4-week periods. This chart will require signatures from both the Self-Manager and the attendant confirming the hours and the payment.
- d) If the attendant worked 100+ hours with multiple employers, the attendant will also have to submit an attendant attestation (different from the Self-Manager attestation) to their primary employer (the employer for whom they work the most hours) and the primary employer will need to collect and submit the attendant attestation.
- e) You will also be asked to complete a Survey Monkey questionnaire that will ask, among other things, the number of staff eligible for the lump sum payment in each of the four 4-week periods. The survey will also require you to upload the completed forms noted above in order to receive the lump sum for your staff.

Direct Funding Program staff recognize that there will be extra efforts required of Self-Managers and bookkeepers in order to calculate and provide TPP to your attendants. In recognition of the extra time bookkeepers have already spent, and the additional upcoming work, we will be providing an extra payment to all Self-Managers before the end of August that can be passed on to bookkeepers as a sign of appreciation for their work since the start of the pandemic.

We understand this is a new process for Self-Managers, as it is for Direct Funding program staff. As we work through the distribution and payment of TPP, we will be communicating with you more regularly for the next few weeks. As always, we encourage you to contact your local Direct Funding resource staff with any questions (www.dfontario.ca/contact.html).