

## ELIGIBILITY:

Two criteria **MUST** be met:

1. It must be proven that your child has a severe functional loss; and,
2. Show expenses that are specific to your child's disability

*\*This means any expenses above the everyday cost of raising your child.*

## ONCE YOU'VE BEEN APPROVED:

- ◆ Cheques are deposited into your account by Direct Bank Deposit (DBD) on the last banking day of the month (for that month).
- ◆ You will receive a statement that will indicate the amount being deposited into your account.
- ◆ Drug and dental cards will be attached to and sent with your statement.
- ◆ Vision and hearing equipment must be pre-approved.

**Note:** *The top portion of the ODSP cheque insert (ETIR) is not required by this program and does not need to be filled out or returned to us. Use the bottom portion to advise us of any change of address.*

## OFFICE LOCATION:

Contacting Us:

MCSS/MCYS – ACSD/SSAH  
SOUTH WEST REGION  
BOX 1810  
Station "A"  
270 Erie Street E.  
Windsor ON  
N9A 7E3  
Tel: (519) 254-1651  
Fax: (519) 254-7132  
Toll Free: 1-800-387-7327

### Perri Smith

(Special Agreement Officer)  
Windsor/ Essex  
519-254-1651 Ext. 2274

### Mark Horrocks

(Special Agreement Officer)  
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519-254-1651 Ext. 2211

### Bertha Thom

(Administrative Assistant)  
519-254--1651 Ext 2298

### Web Site:

[www.gov.on.ca/CSS/](http://www.gov.on.ca/CSS/)

# THE MINISTRY OF COMMUNITY AND SOCIAL SERVICES/ MINISTRY OF CHILDREN AND YOUTH SERVICES

# ACSD

## ASSISTANCE FOR CHILDREN WITH SEVERE DISABILITIES

- ◆ We are dedicated to helping severely handicapped children live as normal a life as possible within their family home.
- ◆ Our purpose is to help parents meet the ongoing additional costs arising from their child's disability.

## APPLICATION PROCESS:

1. Complete and sign an ACSD application package, which includes:
  - a) Application form;
  - b) ACSD information sheet;
  - c) ACSD diagnostic form to be completed by your doctor; and,
  - d) Consent to release and verify information for your doctor.
2. You need to send us a copy of:
  - a) your (and when applicable, your spouse's) *Income Tax Notice of Assessment* from the previous year (which includes **line 150**);
  - b) your disabled child's birth verification (birth certificate) and health card
  - c) Alternate medical information if available; and,
  - d) A void cheque for Direct Bank Deposit.



## YOUR RESPONSIBILITY:

To better serve you, we require that you accurately provide us with the following information:

- ◆ Complete review as requested, which may include a medical report from your doctor, expense review and/or Annual Report;
- ◆ Yearly Income Tax Notice of Assessment for the previous year (**line 150**);
- ◆ Immediately Report any Change in your:
  - Expenses;
  - Marital status and family size;
  - Address/living arrangements;
  - Children leaving/returning home/ if your child become 18 years of age/or if your child no longer needs this service;
  - Your child's Health Card number;
  - Direct Bank Deposit information (institution name and number, branch and bank account numbers); and,
  - Special diet, as per a doctor's report.

## NOTE:

- ◆ **Right to appeal:** Should you disagree with the decisions made by the Ministry, you have the right to appeal in writing within specified time lines.
- ◆ **Subrogation:** Is when a person takes legal action for compensation because of an accident or malpractice. The Ministry can recover this money as part of the lawsuit.
- ◆ ACSD is not considered as Taxable Income, nor able to be garnisheed, or used as an asset/income.

## MCSS/MCYS ALSO OFFERS:

### Special Services at Home (SSAH):

SSAH Program is available to help individual with disabilities to live at home with their families. It provides funding, on a time-limited basis, to obtain respite (one-to-one) supports where services are not available elsewhere in the community.

## REFERRAL SOURCES:

### Agencies

#### Medical:

**COMMUNITY CARE ACCESS CENTRE-  
WINDSOR/ESSEX**  
258-8211

#### Provincial:

**ONTARIO DISABILITIES SUPPORT  
PROGRAM –  
INCOME AND EMPLOYMENT SUPPORTS**  
519-254-1651  
Toll Free: 1-800-387-7327

**MINISTRY OF HEALTH AND LONG-TERM  
CARE-  
ASSISTIVE DEVICES PROGRAM**  
1-800-387-5559

#### Regional:

**ONTARIO WORKS**  
1-888-748-8895

**FAMILY RESPITE SERVICES WINDSOR**  
972-9688

**Canadian Mental Health**  
255-7440

**HELPLINK ACCESS SERVICES**  
257-5437

**FAMILY SERVICES-  
WINDSOR**  
256-1831

#### Federal:

**CANADIAN DEAF BLIND & RUBELLA  
ASSN. (CDBRA)**  
1-877-760-7439  
(519) 759-0520

**CANADIAN NATIONAL INSTITUTE FOR  
THE BLIND**  
253-1900

**CANADIAN HEARING SOCIETY-  
WINDSOR AREA OFFICE**  
253-7241

**EASTER SEALS SOCIETY**  
1-888-377-5437

**FEDERAL DISABILITY TAX CREDIT**  
1-800-959-8281  
[www.ccr.gc.ca/disability](http://www.ccr.gc.ca/disability)

#### Family Services:

**COMMUNITY LIVING WINDSOR**  
974-4221

**COMMUNITY LIVING ESSEX**  
776-6483

**Children's First**  
250-1850

**Tourettes Syn. Foundation of  
Canada**  
1-800-361-3120