



## Variety's Special Needs Program – Frequently Asked Questions

### 1. How do I submit my application?

- a. Create an online account at: [Variety Special Needs Application](#)
- b. By email to the Program Coordinator, Samantha at [sanderson@varietymanitoba.com](mailto:sanderson@varietymanitoba.com)
- c. Drop it off at our office located at 440A Don Ave
- d. Mail it to us at 440A Don Ave, Winnipeg, MB, R3L 0S4
- e. We are unable to accept a fax as we do **not** have a fax line.

### 2. Who can apply?

- a. The Special Needs Program is open to children up to 18 years of age with a confirmed diagnosis. We must receive the application for the child before their 18<sup>th</sup> birthday.
- b. Applications are to be submitted by the families and not providers. Providers are welcome provide support in filling out the application as needed.
- c. You must be a resident of Manitoba.
- d. A Manitoba Health card may be requested as proof of residency.

### 3. What services/equipment can I apply for?

- a. The program funds a multitude of services and equipment from speech, physiotherapy, and ABA therapy to equipment such as communication devices, strollers/standers, safety harnesses, hearing devices and sensory equipment.
- b. You can apply for a **maximum** 2 services at a time. This doesn't mean you can't apply for other services, only that we will provide funding for 2 at once. For example, you can apply for Speech and OT at the same time and 6 months later apply for Speech and ABA.
- c. If you have any questions about what you are looking to apply for, please call the office to discuss at 204-982-1050.

### 4. What is a third-party letter of support and who do I ask?

- a. A third-party letter of support is from a party that is involved in your child's care that can offer an outside view of the situation and help support your request. Some examples are therapists, disability support workers, social workers, teachers, and pediatricians.



- b. The service provider who would be providing the service **CANNOT** write a letter of support as it is a conflict of interest. If you wish to submit one from the service provider, you may do so, but you will be asked to provide another option as well.
- c. Family members are not eligible to write a letter of support.
- d. If you are struggling with who to ask for a letter of support, please call the office to discuss options.

**5. I only have parts of my application; can I send it in anyway?**

- a. No, please make sure that your application is complete before submitting it. Due to the high volume of applications coming in we can no longer hold onto various pieces of an application.

**6. Can I choose my provider?**

- a. Yes! You know your child the best to pick the right provider that will work with your schedule and be a good fit with your child.
- b. If you don't know where to start looking for a provider, we have lists of providers that Variety works with. Please contact Samantha for that information at [sanderson@varietymanitoba.com](mailto:sanderson@varietymanitoba.com).

**7. Do I need 2 service/equipment quotes?**

- a. If you have already been working with a provider that you and your child like, there is no need to find another quote as that is your preferred provider.
- b. If the piece of equipment you are looking for only comes from one source there is no need for an additional quote. Ex: Cochlear implant processors. Please provide an explanation that this is the case.
- c. If you do not have a preferred provider and the choice of equipment can come from multiple venues, please provide us with 2 quotes of comparable equipment/services.
- d. When asking for a quote, please ask the provider for 6 months of service.

**8. My application is completed and submitted, now what?**

- a. Once your completed application has been submitted, it is reviewed to make sure everything is there, and we may follow up with questions if needed.
- b. For any requests that are OVER \$2500, committee meetings are held quarterly. For any requests that are UNDER \$2500 the meetings are held every few weeks.



## 9. What happens once my funding has been approved?

- a. Once your application has been approved for funding, you will receive an approval letter from us stating the amount and what the funding is approved for. It is up to the family or individual who has supported the family in applying, to contact their preferred provider, show them the approval letter and make any appointments.
- b. When your funding is running low or has finished, you will be notified via email or phone. You do have the opportunity to reapply for continued funding. Please visit our website or contact [sanderson@varietymanitoba.com](mailto:sanderson@varietymanitoba.com) for a continued funding request form.
- c. If for any reason you want to switch service providers, you must contact Variety and request permission to do so. Ex: switching from one speech therapist to another.
- d. Unfortunately, you CANNOT use your approved funding for another service. Please ensure you are certain on the need and want for the therapy being requested. Ex: You cannot transfer funding approved for speech therapy sessions to fund physiotherapy sessions.
- e. Approved funding must be used within a year of approval date. While 6 months of funding is the time frame that is approved, we understand that there are circumstances that happen that allow the funding to last longer. Our hope is that the child is accessing services that are beneficial to them regularly. If you are experiencing any concerns with accessing services, please let us know and we can try to navigate with you.
- f. Each child is allotted a **total maximum** of \$30,000 for services.

## 10. What if my request was declined?

- a. All applications are reviewed by a committee who make the decision on approval. Funding is **NOT** guaranteed and all committee decisions are final.

## 11. I have questions about my funding, who do I ask?

- a. For any questions regarding your funding, please call or email Samantha at 204-982-1050 or email [sanderson@varietymanitoba.com](mailto:sanderson@varietymanitoba.com)