



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

**Up to \$300/person**  
*(January-December 2011)*

## MS Special Assistance Program Guidelines

### Philosophy and Guiding Principles of the Client Services Department

People with multiple sclerosis (MS) and their families have the right to be involved in decisions regarding programs and services designated to meet their needs. Programs and services should be designed to assist people with MS living in all parts of Canada to live as independently as possible to the maximum of their capabilities. Persons with MS should be encouraged and supported to be responsible for their own decisions and actions. The administration of all MS Society Special Assistance Program funds, within Saskatchewan, must be done in accordance with the criteria, guidelines and procedures – as outlined below.

### **Purpose of the Special Assistance Program**

**To assist the person with MS to purchase designated services, aids or equipment that will help to increase independence. The intent is to enable persons with MS to enhance their quality of life. 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 must submit an application and receive approval before purchasing a service, aid or piece of equipment. You will be notified when a decision is made – typically 4 weeks.*

1. The MS Society does not duplicate services. Because the MS Special Assistance Program covers a wider range of options than many other sources or programs, we encourage you to explore alternate funding sources.
2. **The applicant must reside in Saskatchewan, be a current member of the MS Society of Canada – Saskatchewan Division and be a person with multiple sclerosis.**
3. MS Special Assistance Program funds are intended to provide limited financial assistance to individuals with MS.
4. The MS Society is not liable for difficulties with suitability, safety, workmanship and/or maintenance related to equipment, assistive devices, home adaptation or products and services purchased with program funds through the MS Special Assistance Program.
5. **In many circumstances, the MS Society will only partially assist in paying for the designated service, aid or piece of equipment, the maximum allowable amount per person per year is \$300 – the individual will be responsible for the remaining cost.**

## Funding may be considered for:

### 1. Family Relief

- a. House cleaning (seasonal and/or regular cleaning)
- b. Child care services
- c. Home/yard maintenance
- d. Respite care (ie. in-home nursing services, private paid caregivers, adult day programs, temporary housing)
- e. Incontinence supplies (ie. catheters, underwear protection)

### 2. Emergency Services

- a. Lifeline
- b. Transportation (ie. ambulance travel)

### 3. Transportation

- a. To medical appointments and/or to MS identified programs

### 4. Home & Living Adaptation

- a. Mobility equipment purchased and owned by client not covered under Sask Aids to Independent Living Program (SAIL)
- b. Repair and maintenance of owned equipment
- c. Home modification to increase accessibility (ie. ramps, wheel-in showers)
- d. Aids to independent living (ie. lifts, grab bars, canes, walkers, bath transfer benches/seats, commode chairs, raised toilet seats, cooling products)
- e. Air conditioning (window or central air). *\* can claim up to \$1,000 (50% of unit cost) on personal income tax as a medical expense*

### 5. Support Services

- a. Counseling services provided by professionals who are certified
- b. Therapeutic Massage by professionals who are certified
- c. Personal Care Services (ie. footcare, special baths)

### 6. Rural Recreation

*\* Persons with MS living in rural Saskatchewan have less access to recreation activities/programs (ie. fitness or education classes, fitness equipment) in close proximity. If you live outside of Regina or Saskatoon, you could qualify for funds to assist in participation of rural recreation activities.*

### 7. Miscellaneous

- a. Other items may be considered on a case-by-case basis (ie. specialty telephones, cell phones, prescription eye wear, dental work, physician charges for form completion, etc).  
**To investigate or discuss possible items that may be covered under this category, please contact the Program Manager – Laurie Murphy at 522-5600 (in Regina) or toll-free 1-800-268-7582.**

**Maximum allowable amount is \$300 per person. Receipts must be presented.**

## Excluded Services:

- Prescription drugs and MS Disease-Modifying Therapy costs.
- Complementary and/or alternative medicine products and/or services.

## Regulations

### **Physician's Confirmation of Diagnosis:**

Before being eligible for MS Special Assistance Program funding, you must provide a note from your physician or neurologist, confirming your diagnosis of multiple sclerosis (this letter should appear on a personal stationary or a prescription page and will be kept on file). ***This is only required the first time you apply to the program.***

### ***Administration:***

- **Funds will not exceed the amount set aside in the annual budget approved by the Division Board of Directors. MS Special Assistance Program funds must be perceived as a finite and limited fund.**
- Applications will be processed on a first-come-first-served basis, with primary consideration given to higher priority uses and 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.

### ***Application & Distribution of Funds:***

- Individuals apply to the program by submitting an application to the MS Society – Saskatchewan Division office and must be a member in good standing.
- The recipient of funds must make his/her own arrangements for purchasing services, aids, or equipment. Funds must only be spent on the identified items or services that funds were approved and awarded for.
- If funding is approved, the applicant will be notified in writing and a cheque will accompany the letter – typically within 3-4 weeks of receiving paperwork at Saskatchewan Division Office. The letter will explain the receipt submission process.
- **The recipient of the funds will be expected to submit an official receipt within four 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 your 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. **Call the Program Manager – Laurie Murphy, if you need further clarification call (306) 522-5600 in Regina, toll-free 1-800-268-7582.**

**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.