



"Accountability is essential"

PASSPORT INVOICE

FAMILY SUPPORT OPTIONS

Instructions for completion and submission of forms on reverse

1. _____
Name of Client
2. _____
Name of Coordinator
3. _____
Name of Independent Contractor (I.C.)
4. Reimbursement to be sent to:
 Parent/Guardian
 Independent Contractor

5. A. Dates Services Provided B. Number of Hours/Kilometres C. Hourly/Kilometre Rate

A. Dates Services Provided	B. Number of Hours/Kilometres	C. Hourly/Kilometre Rate

6. TOTAL B _____ x TOTAL C _____ = D TOTAL \$ _____
HOURS/KILOMETRES RATE TO BE REIMBURSED

7. **Funds to be taken from:**

Passport

8. i) Confirmation of Services received by family as recorded _____
★Parent/Guardian Signature ★

ii) Confirmation of payment received from Parent/Guardian _____
★I.C. Signature ★ Date ★ Amount

9. Reimbursement sent to

Name: _____ please check if this is a change of address

Address: _____ Postal Code _____

DROP OFF Mail slots have been provided for your convenience at the following Trellis offices. They are located on/ near the front doors of: 147 Delhi Street Guelph; 234 St. Patrick Street East, Fergus, 392 Main Street, Suite 1, Mt Forest

FAX (519) 821-9865. For individuals for whom the (519-323) exchange is local you may choose to FAX to (519)-323-3771 to avoid long distance costs. Only the front of the page needs to be faxed

MAIL Please send to: Trellis Mental Health and Developmental Services, ATTENTION Payroll / Finance Department, 147 Delhi Street Guelph, Ontario N1E 4J3

Please note:

Invoices are processed every 2 weeks please ask your coordinator for the cheque run schedule or view it on-line at: <http://trellis.on.ca/en/ourprograms/FamilySupportOptions.asp>
Blank forms are also available on line.

Incomplete or incorrect forms cannot be processed and will be returned for completion

INDEPENDENT SERVICE PROVISION - Guidelines

All parties agree to release and forever discharge Trellis from, and indemnify Trellis Mental Health and Developmental Services for all claims, demands, suits, causes of action, costs, expenses, damages, losses and liabilities of whatsoever kind and nature in law or equity, arising from or in any way pertaining to the services provided you by the independent contractor unless such claims, demands, suits, causes of action, costs, expenses, damages, losses and liabilities of whatsoever kind and nature in law or equity, are caused by the wilful negligence of Trellis.

1. **Services provided for:** name of child / adult receiving services
2. Name of **Coordinator**.
3. **Services provided by :** name of Independent Contractor, Agency or program
4. **Reimbursement to be sent to:** Please check appropriate space where reimbursement should be sent; parent/guardian or Independent Contractor, [Agency, program].
5. **Work Information: Enter dates worked/traveled (A),** number of hours/kilometres worked (B) and rate of reimbursement (C) you have negotiated for the services provided. If a flat fee is to be paid, enter total cost in (C). Forms cannot be processed without all of this information.
6. **Total Hours / Mileage:** Multiply total of (B) x (C) to = total (D) reimbursement.
7. If there are not sufficient funds to pay this expense, you will receive a call from your coordinator. Trellis will only pay out the balance of funds. Any amounts due in excess of the funds remaining with Trellis are the responsibility of the parent/guardian.
8. **SIGNATURES:**
 - a. The parent/guardian must sign, to confirm services have been received. If the payment is for a program or service [recreation program, music lessons, etc], a signed invoice or registration form must be attached to this form.
 - b. If the Independent Contractor has been paid by the parent/guardian directly then the Independent Contractor must sign to indicate payment received. If another program or service [example a recreation program, music lessons, etc] has been paid by parent/guardian, please attach a signed receipt from that alternate service to this form.
9. Please provide full name and address to forward reimbursement. This section needs to be completed on each invoice submitted.

Please refer to your Trellis coordinator for information on what Passports funding may be used for.