

## Applicant Information Sheet Communication Aids

### What kinds of communication aids are covered by the Assistive Devices Program (ADP)?

ADP funding assistance is available for;

- voice amplifiers
- electrolarynges
- writing aids
- communication boards
- voice output devices
- adaptive devices to help people access
- writing and speech aids

ADP contributes to the cost of the most basic equipment required for ongoing daily visual tasks as defined by ADP for funding purposes. Funding assistance is not available to purchase:

- regular or adaptive telephones
- environmental control units/devices
- used equipment
- items purchased outside of Ontario
- communication devices which are used for only one purpose such as school, work, sports, recreation or social activities.

### Who can apply?

Anyone with a long-term physical disability who requires the use of a communication aid for six months or longer. You must be eligible for Ontario Health Insurance and have a valid Health Card in your name.

You may apply for speech aids if you cannot speak, or your speech is very hard to understand and you require a:

- communication display
- voice output device
- voice amplifier
- electrolarynx

You may apply for one writing aid, such as a computer or a portable electronic note taker if you cannot write.

ADP will only fund used equipment if the equipment is from an ADP authorized equipment pool.

ADP does not pay for equipment available under the Workplace Safety and Insurance Board or to Group 'A' veterans for their pensioned conditions.

### How do I apply?

The authorizer registered with ADP will perform an assessment to recommend the appropriate device to best meet your needs. Eligibility for ADP funding assistance is based on established policies. If you are determined eligible the authorizer will complete the application form attached and it will be submitted to ADP for review.

### Who authorizes my communication aid?

If you cannot speak or your speech is very hard to understand, you need to see a speech language pathologist registered with ADP. This authorizer will determine if you are eligible to apply for ADP funding. This authorizer will also determine what type of communication aid you need, then write it in Section 3 of your ADP form.

If you require a high-technology voice output device, a specialized computer system or a communication board, you need to go to an ADP-designated communication centre for an assessment.

### When does a prescriber have to sign my application form?

First time applicants must be seen by a medical doctor. The doctor will confirm your need for a communication aid and complete section 4 of the Communication Aid Form. The doctor may refer you to an authorizer registered with ADP if you haven't already been referred to one.

### Do I sign my application form?

You are required to sign the application form. If you are unable to sign, someone who has the legal authority to act on your behalf may do so. This may be your spouse, parent, child, power of attorney, or public trustee.

## **What if I am not eligible for ADP funding assistance?**

If you need a communication aid but are not eligible for ADP, your insurance company may pay for it. If you do not have insurance, you may want to consider buying reconditioned equipment. Agencies, such as the March of Dimes, Easter Seals Society, and community service groups may help.

## **Where can I get my communication aid?**

If your medical condition is changing and you are eligible for high technology aids, you can lease some communication aids from an ADP designated communication centre. You pay an annual lease fee.

In other situations, communication aids must be purchased through a vendor registered with ADP. Registered vendors bill ADP for the amount it will pay toward your communication aid. They then charge you the remaining amount. We advise you to shop around among ADP Registered Vendors as services may vary.

You may buy the equipment from an Ontario vendor who is not registered with ADP when:

- you require high technology equipment, and there is no registered vendor in your community within 100 km (in this case you will need to get two quotations from two separate vendors)
- there is a registered vendor within your community, but you decide to purchase computer, printer and monitor (in this case no quotations are required)
- you require voice restoration and speaking valves (no quotations required)

If you purchase a communication aid from a non-registered vendor, you must pay the vendor for the full cost of the purchase and provide the completed Application for Funding Communication Aids with the two quotations (if required), within one year from the authorization day to:

Ministry of Health and Long-Term Care  
Assistive Devices Program,  
5700 Yonge St, 7th floor,  
Toronto, ON, M2M 4K5

Once your application has been processed at the ADP in Toronto, you'll receive a letter with information about the status of the application and the number you must use for invoicing purposes. If the application has been approved, you can send the fully itemized invoice(s), indicating "paid in full" to:

Ministry of Health and Long-Term Care  
Financial Management Branch,  
Program Payments  
P.O. Box 48  
49 Place D'Armes, 2nd Floor  
Kingston, Ontario K7L 5J3

The ADP will then reimburse you directly for the funding amount.

## **Who do I call if I have problems with my communication aid?**

If you have any problems using your new communication aid, please contact your authorizer and vendor, and/or Centralized Equipment Pool (CEP), as applicable.

## **Does ADP pay for repairs?**

ADP does not pay for repairs and maintenance (leased devices excepted). You own the equipment and are responsible for taking care of it.

### **How much money does ADP contribute?**

ADP pays 75 per cent of the ADP approved price. You pay 25 per cent.

If you are receiving social assistance benefits under Ontario Works (OW), Ontario Disability Support Program (ODSP) or Assistance to Children with Severe Disabilities (ACSD), ADP will pay 100 per cent of the ADP approved price.

For leased devices, you pay an annual lease fee.

### **Does this mean that ADP will pay 100% of my costs for equipment?**

Not necessarily. You must pay the vendor directly for any non ADP funding options you may chose to purchase for your equipment. Be sure to ask your vendor how much of the total cost you will be responsible for.

### **What if I need to replace my equipment?**

Each type of communication aid has its own replacement period. ADP may contribute to the cost of a new communication aid after or before the placement period has passed, if:

- Your medical condition and/or functional ability has changed or
- Your old device has worn out.

When you apply for new communication aid before the replacement period has passed, the authorizer can write to ADP explaining why your communication aid has to be replaced and request funding assistance. In a case like this a physician (Prescriber) may be asked to complete section 4 of the Communication Aid application form.

ADP does not pay for replacement if the original equipment is lost, stolen or damaged due to misuse. We encourage you to buy insurance to cover these situations.

### **What if I have more questions about ADP?**

Write or telephone:

Ministry of Health and Long-Term Care  
Assistive Devices Program  
5700 Yonge Street, 7<sup>th</sup> Floor  
Toronto Ontario M2M 4K5

Telephone 416 327-8804

Toll Free 1 800 268-6021

TTY 416 327-4282

TTY Toll Free 1 800 387-5559

Fax 416 327-8192

OR

visit our web-site at: [www.health.gov.on.ca](http://www.health.gov.on.ca)