

MANAGING THE MONEY: DIRECT FUNDING STANDARD GUIDE



**COMMUNITY LIVING
BRITISH COLUMBIA**

Amended on October 13, 2021

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MANAGING THE MONEY: DIRECT FUNDING STANDARD GUIDE

Introduction

This guide explains the responsibilities for *agents* managing Direct Funding of more than \$10,000.00 during a twelve-month period. It describes the financial procedures and explains how money received through Direct Funding can be spent to support an individual.

The *agent* is the person who signs the *Direct Funding Standard Agreement*, and who acts on behalf of an individual. An individual can also act as their own *agent*. Throughout this guide, 'you' refers to the *agent*.

Agents managing Direct Funding of \$10,000.00 or less for an individual annually should refer to the guide called *Managing the Money - Direct Funding Simplified*.

Getting Started

To receive Direct Funding dollars to pay for services, *agents* will first need to work with Community Living BC (CLBC) to sign a *Direct Funding Standard Agreement*.

The *Direct Funding Standard Agreement* is a contract between CLBC and the *agent* who will manage the funding. This agreement identifies the individual who is being supported, the amount of funding the *agent* will receive from CLBC, the types of service that are being funded, the term of the agreement (start and end dates), and the responsibilities of both the *agent* and CLBC.

Knowing Your Responsibilities

Complying with CLBC Policies

As stated in your *Direct Funding Standard Agreement, Schedule A – Services and Supports*, you are responsible, as the *agent*, to comply with the [CLBC policies and procedures](#) that are relevant to your funding agreement. This includes any policies specific to the type of service you are receiving funding for, as well as CLBC policies such as the *Service Provision by Family Members* policy that apply to all services provided through CLBC funding.

It is particularly important that as an *agent* who is hiring or contracting support/respite workers, you review and understand your responsibilities as outlined in the [Criminal Record Check Policy – Service Delivery](#), as well as all other applicable policies. The *Criminal Record Check Policy – Service Delivery*, [related documents](#) and other CLBC policies are available on the CLBC website (www.communitylivingbc.ca) or ask your CLBC analyst for a copy of these documents.

As the *agent* for a *Direct Funding Simplified Agreement*, under the *Criminal Records Review Act*, you are required to conduct criminal record checks on **all** employees or contractors working with individuals receiving CLBC-funded services (including respite services). This means that you are required to create your own Employer Criminal Record Check account through the Ministry

of Public Safety and Solicitor General's Criminal Records Review Program and complete your criminal record checks through this account. For more information, contact:

- *Ministry of Public Safety and Solicitor General's Criminal Records Review Program* - phone: 1-855-587-0185, web: www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/online-service-information

Legal Responsibilities as an Employer

When you use funds to pay support workers, the workers are considered either “employees” or “contractors”, depending on the facts of the working relationship. This distinction is important in order to understand your legal responsibilities as Canada Revenue Agency (CRA), Employment Standards Branch (BC), and WorkSafeBC all have rules that define when someone is an employee or a contractor. As the *agent* for a *Direct Funding Standard Agreement*, you are responsible for determining the definitions that apply to the support workers you pay.

For information about what government agencies you need to contact to find out if your support workers will be considered employees or contractors, please refer to “*How to Find Out if your Support Workers are Employees or Contractors*” on the CLBC website (www.communitylivingbc.ca) or ask your CLBC analyst for a copy of this document.

If your support workers are employees, you are responsible for fulfilling all legal requirements associated with being an employer, which may include:

- Making deductions and adjustments from the payments you make to your employees for income tax, statutory holidays, vacation pay, workers compensation premiums, employment insurance (EI) and the Canada pension plan (CPP);
- Remitting deductions and employer contributions for taxes, EI and CPP to the government;
- Complying with the *Employment Standards Act* and regulations governing employment in British Columbia; and,
- Complying with the *Workers Compensation Act* and other regulations issued by WorkSafeBC.

You can use some of your funds, up to the amount agreed to with CLBC, to pay for accounting or bookkeeping services to help fulfill these responsibilities.

To assist in determining what these responsibilities are you may need to seek professional advice and/or contact:

- *Canada Revenue Agency* - phone: 1-800-959-5525, web: www.cra-arc.gc.ca
- *WorkSafeBC (Employer Service Centre)* - phone: 1-888-922-2768, web: www.worksafebc.com/en/for-employers
- *BC Employment Standards Branch* - phone: 1-833-236-3700, web: www.labour.gov.bc.ca/esb
- *BC Employers' Advisers Office* - phone: 1-800-925-2233, web: www2.gov.bc.ca/gov/content/employment-business/employers/employers-advisers-office
- *Vela* - phone: 604-539-2488, web: www.velacanada.org

Administering the Money

CLBC will start making direct funding payments to you after both you and CLBC sign the *Direct Funding Standard Agreement*. This section will help you prepare to receive and manage funding received through a *Direct Funding Standard Agreement*.

Bank Accounts

As stated in Section 4.1 (g) of your *Direct Funding Standard Agreement*, a separate account at a bank or credit union is required to administer the money you receive from CLBC. By separating Direct Funding receipts and payments from personal finances, it will help you manage the money and make it easier to meet CLBC's administrative and reporting requirements.

The bank account used to manage the money must be in the name of the person signing the *Direct Funding Standard Agreement*. For most, a standard bank account in the agent's name is appropriate. If a legal trust for the individual is in place, however, the account should be opened in the *agent's* name in trust for the individual. For example, "Paul Smith in trust for Jane Smith", where Jane is the individual and Paul is the person acting as the *agent*. This will require specific documentation about the trust supporting the legal relationship between you and the individual. In either case, if you receive other support payments from the BC government, contact your CLBC analyst before opening your account as this will affect your options on naming your account.

If the individual is identified as their own *agent* in the *Direct Funding Standard Agreement*, a separate bank account must still be opened in the individual's name.

To help reduce administration costs you should ask your financial institution about your account options. Internet banking tools (e.g. online bank statements) may help reduce banking costs and some banks and credit unions offer free services and/or may waive their typical fees for individuals with developmental disabilities.

Receiving Funds from CLBC

Once your agreement is signed, you will receive your payment by cheque. To have money electronically deposited to your bank account, you will need to submit your bank account information to CLBC.

CLBC will provide you with a [Direct Deposit Application](#) form (*FIN 312/CLBC*) that should be completed so that money can be transferred electronically to the account. Before you complete the *Direct Deposit Application*, be sure to tell CLBC if you already receive payments or electronic transfers from the BC government so staff can make sure the setup of electronic transfers relating to your Direct Funding agreement goes smoothly. Instructions for completing the *Direct Deposit Application* are outlined on Page 2 of the *Direct Deposit Application*.

On the *Direct Deposit Application*, enter the name and location of the bank and the account details (transit and account number) for the bank account you plan to use to manage the money you receive from CLBC. Either attach a copy of a personal pre-printed cheque that

includes the account holder's name and the bank coding information (be sure to mark the cheque as VOID), or have the bank or credit union verify the details on the form by stamping and signing it. If the CLBC agreement or contract is "In Trust" the bank account name must match exactly to the name on your contract or agreement and banking documentation showing the full bank account name is required (a bank's domicile stamp and signature alone are not sufficient).

Return the completed *Direct Deposit Application* form in person or by mail to your CLBC analyst as soon as possible. CLBC requires the original signed *Direct Deposit Application* and original supporting documentation.

Payments will be made by CLBC to you once each month, typically on or about the 15th calendar day.

Paying for Supports and Services

With the exception of respite funding, funds you receive from CLBC may only be spent to hire support workers or to pay for other allowable expenses as outlined for each service listed on your *Schedule A – Supports and Services*. You are expected to spend the money in the amounts allocated for each type of service. If you think that there is a need to change how the money is allocated for the different types of funded services, you need to review your *Personal Summary* and the *Direct Funding Standard Addendum* with your CLBC analyst and update your *Schedule A – Supports and Services* and funding agreement, as required.

Wherever possible, you should pay for services you purchase by cheque or e-transfer. Cash may *only* be used in circumstances where the cost is low and you are paying for something that would typically be paid for by cash (e.g. bus fare for a support worker). If you make cash withdrawals, obtain and keep receipts showing how you spent the money.

Occasionally, CLBC will review your financial records such as invoices, receipts, paid cheques and e-transfer documentation. Funding may be suspended and/or CLBC may require repayment if inappropriate expenditures or unsupported cash payments or withdrawals have been made (for more information, see section titled "[Allowable Expenses](#)").

Keeping Financial Records

In order to meet CLBC's reporting requirements (for more information, see section titled "[Reporting back to CLBC](#)"), you will need to have access to monthly bank statements from your financial institution as well as copies of invoices, receipts, paid cheques, e-transfer records and any other documents supporting the transactions on your bank statement.

You must keep these financial records (invoices, receipts, paid cheques, e-transfer records and any other supporting documents) for everything you spend Direct Funding from CLBC on for at least **three years**. You will be required to submit copies of these financial records to CLBC if you are selected for audit (for more information, see section titled "[Audit by CLBC](#)").

You will also need to keep these records so that government organizations like the CRA or WorkSafeBC can verify that you have made the correct employment-related payments and deductions.

It is important you obtain *receipts* and/or *invoices* from support workers when you pay them. *Receipts* must be provided by and/or signed by the person you paid to provide the service. A support worker may provide you with an *invoice* for the service they have provided. An *invoice* provides details of your purchases but does not confirm that you have paid for them. If you receive an *invoice*, you also need to show that you have paid the *invoice*. You can ask the support worker to provide you with a *receipt* or keep a copy of your paid cheque or e-transfer documentation with the invoice as proof that you have paid it.

For payments to support workers, a *receipt*, or an *invoice* with proof of payment, must be obtained that shows:

- The name and contact information of the support worker providing the service (i.e. phone number and address)
- A description of the service(s)
- The dates that the service was provided
- The hourly or daily rate charged by the support worker(s)
- The number of hours or days provided by the support worker(s)
- The total amount paid for the service(s)
- Any applicable taxes
- A statement that the services have been paid for

For other purchases you make, the supporting documentation must be itemized and include the details of the nature of your purchases.

The opening and closing dates on the bank statement should correspond with the first and last day of each calendar month. This will make it easier for you to complete the financial reports that CLBC requires. If you have access to online electronic bank statements, you can often view, print or save them per calendar month. However, if your financial institution is unable to provide you with statements by calendar month, CLBC's online financial reporting system will still work for you.

It is easier to remember what you used the money for by updating the financial records on the same day that you spend the money. File invoices and receipts supporting each payment in an organized manner - filing by date is normally easiest.

Audit by CLBC

Every year, CLBC selects a number of Direct Funding agreements for audit. If you are selected for audit, CLBC will ask you to submit copies of all financial records including invoices, receipts, paid cheques and e-transfer documentation for a particular period. CLBC will review these financial records to make sure that your purchases comply with your *Direct Funding Standard Agreement*.

You may be considered ineligible to receive future direct funding if:

- Your purchases are not allowable
- You have not complied with your agreement, or
- You have not kept adequate financial records.

CLBC may also require you to pay back money that you have already received if you are unable to satisfactorily show how you spent it.

It is important that you retain all financial records for at least **three years**, because CLBC may select them for audit within that time.

Repaying Money to CLBC

CLBC may ask you to repay money in the following circumstances:

- You did not spend or account for all of the money you have received when the term of the agreement ends
- You spent the money on purchases that were not agreed to in your funding agreement

Money that you have not spent at the end of your agreement will not be carried forward for you to spend in a future agreement except in exceptional situations. If you feel that you are encountering an exceptional situation that may require funds to be carried forward to the next agreement, you need to talk with your CLBC analyst as far ahead of the contract renewal date as possible to request consideration for an exception.

After CLBC Accounting Services receives your final *Financial Report* they may send you an invoice for any money that was not spent. To pay the invoice, issue a cheque payable to Community Living BC and reference the CLBC invoice number on the bottom of the cheque. You can mail the cheque to CLBC at the address indicated on the invoice or drop it off at your local CLBC office.

Funding Shortfalls

It is your responsibility to manage the delivery of support services within the amount of money provided by your *Direct Funding Standard Agreement*. There is no provision for over-expenditures. If you spend more money than CLBC has agreed to fund, you will need to cover additional costs from your personal funds.

Occasionally, due to the timing of CLBC's payments, you may not have sufficient funds in your bank account at the time you need to pay for the supports you require. In these situations, you may use your own personal funds and reimburse yourself from the Direct Funding bank account when subsequent deposits are made by CLBC. If you do this, be particularly careful to ensure that you have all the financial records, receipts and invoices to show how the money was spent.

Do not deposit your personal funds in the Direct Funding bank account unless you have insufficient funds to cover automatic withdrawals (e.g. employee payroll).

Purchasing Supports and Services

This section of the guide will help you understand what service or expenses you can purchase with Direct Funding, including respite services.

Allowable Expenses

This section of the guide will help you understand what services or expenses you can purchase with your Direct Funding, including respite services.

CLBC provides funding to pay for the supports and services identified in your *Direct Funding Standard Agreement*. This can include:

- payments made to the support worker for services (e.g., contractors or employees) provided, and
- any associated employer costs, e.g., Criminal Record Checks, WorkSafe BC premiums, Employment Insurance, etc. when applicable.

You may use a small portion of the money you receive to pay expenses incurred by your support workers as part of their direct involvement in support activities, for example:

- bus fare
- entrance fees, and
- mileage costs for driving the individual to and from an activity.

These costs should be kept reasonable and itemized on receipts or invoices.

What CLBC considers an allowable expense in direct funding agreements (in addition to the staffing and administrative -related costs noted above) differs depending on what service or support the funding is being used for. Allowable expenses differ slightly between services for the individual (i.e., residential, community inclusion and other services) and respite services which are available to support family caregivers. The chart below identifies expenses that are allowed and not allowed based on the service funding.

Direct-Funded Respite

Families are an important natural support for many individuals and need to be resilient to support their family members. Respite promotes stability, reduces stress, and promotes resilience within families. Many families with *Direct Funding Standard Agreements* receive funding for respite. Respite is a support that provides relief to family members and/or support network members from the continuous demands of caregiving. If you receive respite funding, please refer to the *Family Respite Policy* in Appendix A of this guide and to the chart below – “*Direct Funding Expenses: What is Allowed?*” – to learn more about what you can purchase with your respite funding.

Direct Funding Expenses: What is Allowed?

Direct funding used for family respite services (up to a maximum of \$10,000)		Direct Funding used to pay for supports and services intended for the individual (e.g., community inclusion, residential)	
Allowable expenses	Expenses that are not allowed	Allowable expenses	Expenses that are not allowed
<ul style="list-style-type: none"> • Payments made to the support worker (e.g., contractors or employees for services provided) • Support workers to assist the individual to attend courses or activities in the community • Services or activities such as counselling or learning and connecting activities • Any associated employer costs, e.g., Criminal Record Checks, WorkSafe BC premiums, Canada Revenue Agency payroll costs (e.g., Employment Insurance, Canada Pension Plan, when applicable) • Reasonable expenses incurred by support workers as part of their direct involvement in support activities (e.g., bus fare, entrance fees, mileage costs for driving an individual to and from an activity) • Banking fees, if a family chooses to open a separate bank account, including costs for ordering cheques • Recreational, social, or educational programs (e.g., cooking class, drumming class, life skills workshop, swimming class) for the individual that is intended to provide respite for the family and is provided at times they would typically provide care or support. • Supports or services that assist in activities required to care for the individual due to 	<ul style="list-style-type: none"> • Assets (e.g., personal items or equipment for the individual such as a computer or tablet) • Services or activities for the family caregiver such as gym fees/ membership fees, haircut, etc.), with the exception of counselling or learning and connecting activities • Food or meal services (e.g., UberEats), excluding supports to assist the individual in meal planning and preparation. 	<ul style="list-style-type: none"> • Payments made to the support worker (e.g., contractors or employees) for services provided • Support workers to assist the individual to attend courses or activities in the community • Any associated employer costs, e.g., Criminal Record Checks, WorkSafe BC premiums, Canada Revenue Agency payroll costs (e.g., Employment Insurance, Canada Pension Plan, etc. when applicable) • Reasonable expenses incurred by support workers as part of their direct involvement in support activities (e.g., bus fare, entrance fees, mileage costs for driving an individual to and from an activity) • Banking fees, if a family chooses to open a separate bank account, including costs for ordering cheques. 	<ul style="list-style-type: none"> • Assets (e.g., personal items or equipment for the individual such as a computer or tablet) • Medical or non-medical therapies • The individual's expenses while involved in activities with a support worker - the individual is responsible for paying their own bus fare, entrance fees, meals, etc. • Enrolment or membership fees for the individual (for example, Direct Funding cannot be used to pay for the cost of art classes or a gym membership, but can be used to pay a support worker to support the individual to attend the class or go to the gym)

Direct Funding Expenses: What is Allowed?

Direct funding used for family respite services (up to a maximum of \$10,000)		Direct Funding used to pay for supports and services intended for the individual (e.g., community inclusion, residential)	
their disability-related needs (e.g., cleaning, laundry) <ul style="list-style-type: none"> • Learning and connecting opportunities (e.g., support groups for the family caregiver to learn new support strategies, access peer supports, and increase their ability to support the individual in their family home) • Professional counselling services for the family or individual • Other reasonable services that support family functioning and quality of life for the individual while allowing the family caregiver to achieve respite in a way that provides cultural safety and honours the individual’s choices (e.g., cultural bearer, elder, or extended family support) 			

Note that you cannot pay yourself or the individual’s spouse, parents or children (immediate family member) to provide services (unless exceptional approval has been given as outlined in the [Service Provision by Family Members_Policy](#)).

If you have any questions about how your funding can be spent, talk to the CLBC analyst who assisted with your agreement or call your local CLBC office.

Managing Exceptional Needs

Some agreements may provide “Variable” funding for events or situations that are expected to occur over the term of the agreement, but the extent, frequency and timing of their occurrence cannot be accurately predicted. This Variable funding is used to pay for extra supports/services required by the individual during these times as outlined in the *Schedule A – Supports and Services* of the agreement.

Variable funding will be paid to you when an event occurs. In order for payment to be made, you need to issue an invoice to CLBC detailing the services and/or goods that have been purchased. The invoice can be submitted to your CLBC analyst. CLBC will then arrange for payment to be made. The receipt and expenditure of these funds will be included in your *Financial Report* to CLBC. Variable funds will only be paid up to the maximum variable amount as indicated in your *Direct Funding Standard Agreement*.

Reporting Back to CLBC

As an agency that receives provincial government funding, CLBC is required to confirm that you use the funds you receive as intended. To help us with this, you need to prepare and submit an electronic *Financial Report* each month to CLBC identifying how the money has been spent.

Financial Reports

It is easiest to complete the *Financial Report* if the reporting period covered by the report is the same as your monthly bank statement. Ideally, the account statement and the *Direct Funding Standard Agreement* are both based on calendar months. In this case, each reporting period will commence on the first day of the month and end on the last day. If the bank statement is not based on calendar months, you can still prepare your *Financial Report* using the bank statement dates for the reporting period.

If an agreement does not start on the first of the month, the *first* reporting period is adjusted accordingly. For example, an agreement that starts on October 15, 2019 and ends on September 30, 2021 would have the following first reporting period:

- October 15, 2019 to October 31, 2019

All subsequent reporting periods would be by calendar month.

To make sure funding continues without any interruptions, you must submit *Financial Reports* on time. Reports are due **no later than 30 days after the end of the reporting period**. CLBC will provide reminders if you are behind in reporting. After three reminders, funding will be stopped until you have sent in all overdue reports. Your *Direct Funding Standard Agreement* may not be renewed until any outstanding *Financial Reports* have been received by CLBC.

Submitting a Financial Report

The *Financial Report* is an electronic financial reporting form submitted through an online web portal called the *Direct Funding Financial Reporting System*. It can be found at <https://if.communitylivingbc.ca>.

The web-based form consists of five steps in which you enter information about the money you received and how you spent it. Once you submit the form, a final screen provides you with a confirmation number and the details of all of the information that you submitted.

Steps to Submit a Financial Report (with Screenshots)

Step #	Step Name	Action
1.	Start	Enter the Agreement Number, PARIS ID, and last name of person submitting the report (typically the <i>agent</i>)
2.	Report Details	Specify the reporting period dates, the bank statement balances, and the bank statement transactions (deposits and expenses)
3.	Expense Details	Provide a detailed breakdown of all the Expense transactions
4.	Review	Review the details of your report and agree to the terms and conditions
5.	Complete	Submission is complete, a confirmation number is provided, and you can print the report for your records.

Step 1 – Start

Enter the website address (<https://if.communitylivingbc.ca>) into a web browser and you will see the following screen. The progress bar highlights where you are along the process.

The screenshot shows the 'Direct Funding Financial Reporting System' interface. At the top, there is a logo for 'COMMUNITY LIVING BRITISH COLUMBIA' and the title 'Direct Funding Financial Reporting System'. Below this is a progress bar with four steps: 1 (Start), 2 (Report Details), 3 (Review), and 4 (Complete). Step 1 is highlighted in green, and a 'Progress Bar' label points to it. A 'PREVIOUS STEP' button is on the left, and a 'NEXT STEP >' button is at the bottom of the form.

Before you start

You will need the following details to complete your financial reporting to Community Living BC:

- Agreement number
- PARIS ID
- Invoices and receipts
- Bank statement(s) if your agreement reporting is monthly

* All fields are required unless otherwise stated

Getting Started

Agreement Number
Enter Agreement Number

PARIS ID
Enter PARIS ID

Last Name of Reporter
Enter your last name

Help icon → HELP

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Enter the “Agreement Number” and the “PARIS ID” for the individual for whom you are submitting the *Financial Report*. This information is found in your *Direct Funding Standard Agreement*.

Also enter the last name of the person preparing the *Financial Report*. Typically, this would be the *agent* for the *Direct Funding Standard Agreement*. Click the “Next Step” button.

If at any point before submitting this report you need to change the information you have entered, you can navigate back to previous pages by clicking on the “Previous Step” button located at the top left of your screen or by clicking on one of the prior steps on the Progress Bar located at the top of your screen.

Step 2 - Report Details

Direct Funding Financial Reporting System

← PREVIOUS STEP
1
2
3
4
5
Start Report Details Expenses Review Complete

Reporting Details

Agreement: **B00101** HELP

Reporting Period

Start Date: End Date:

Bank Balances

Opening Balance: Closing Balance:

Bank Statement Details

Enter or select the date of each transaction as it appears in your bank statement.
Enter the date in this format: DD MM/YY

If the transaction type is Deposit, select the Deposit Type in the next field.

Date	Transaction Type	Deposit Type	Amount
<input type="text" value="02 Apr 2019"/>	<input type="text" value="Deposit"/>	<input type="text" value="CLBC Deposit"/>	<input type="text" value="\$ 700.00"/>
<input type="text" value="15 Apr 2019"/>	<input type="text" value="Expense"/>	<input type="text" value="Select One"/>	<input type="text" value="\$ 600.00"/>
<input type="text" value="DD MM/YY"/>	<input type="text" value="Select One"/>	<input type="text" value="Select One"/>	<input type="text" value="\$ 0.00"/>

+ Add More
Click this icon to remove a row.

Click this button to add another row.

Click this icon to remove a row.

Total Deposits:

Total Expenses:

Calculated Closing Balance:

NEXT STEP →
Cancel

The "Next Step" button only becomes active if the Calculated Closing Balance above matches the Bank Balance Closing Balance.

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For the Reporting Period, enter:

- The Start and End dates – these should match your bank statement’s start and end dates
- Bank Balances – enter the opening balance and closing balance as they appear on your bank statement for the reporting period
- Bank Statement Details – capture the transactions exactly as they are presented in your bank statement. You can use the button “Add More” to add additional rows, or the “x” icon next to the row on the right-hand side to remove a row.
- Date – enter or select the date of each transaction. This date is the same date reflected on your bank statement.
- Transaction Type – enter either an Expense or a Deposit
- Deposit Type – If the transaction was a Deposit, choose the appropriate description from the Deposit drop-down menu. The choices are:
 - Bank Error Deposit (deposit made by the bank to correct a bank error)
 - CLBC Deposit
 - Corrective Deposit (deposit made by the agent at the request of CLBC)
 - Interest Received
- Amount – the amount of the transaction as reflected on your bank statement

All of the entered deposits and expenses will be totaled automatically. If the Calculated Closing Balance is different than the closing balance from your bank statement entered previously on this screen, the “Calculated Closing Balance” box will be highlighted yellow and you will not be able to progress to the next step.

Click the “Next Step” button to continue.

Step 3 – Expense Details

Note: If you have expenses, it will take you to the Step 3 - “Expense Details” page. If you do not have expenses, it will take you directly to Step 4 - “Review” page.

Direct Funding Financial Reporting System

1 Start 2 Report Details 3 Expenses 4 Review 5 Complete

Expense Details

Agreement: B00101
Reporting Period: 1 Apr 2019 to 30 Apr 2019

STATEMENT DETAILS 1

Expense Type	Description	Amount
Home Sharing	Enter Description	\$ 400.00
Outreach Support	Enter Description	\$ 150.00
Other	Description of Admin Other expense	\$ 50.00

Detail Total: \$600.00

NEXT STEP > Cancel

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On this page you will be asked to provide the details for each expense you entered in Step 2, “Report Details”. The date and amount of each expense transaction will be automatically brought forward from the previous screen.

If the expense transaction (cheque or cash withdrawal) was used to pay for more than one service category or type of purchase (e.g. respite, community-based services, individual services), you will need to break down the payment to show how much was paid for each type of purchase.

For each Statement Detail, enter the following:

- Choose an “Expense Type” from the drop-down menu (e.g. Cluster Living, Home Sharing, Skill Development). For more information, see section “[Expense Type Drop-Down Menu Options](#)” below.
- Specify the amount for that “Expense Type.” If you choose “Other” you are required to enter a description of the expense as well.
- If another row is required, click the “Add More” button. The button will only show if the cumulative total of the expense type amounts, referred to as the “Detail Total”, does not yet match the Amount value for this Statement Detail Expense. Use the “x” icon next to the row on the right-hand side to remove a row.

When you have completed the expense detail for each bank statement expense item listed, click the “Next Step” button to continue. The system will automatically calculate the amounts and will alert you if the amounts do not equal the amount(s) entered in Step 2.

Expense Type Drop-Down Menu Options

Expense Type: *Individual Supports*

This is selected from a drop-down list. From the list select the appropriate service category(ies) for each service listed on the *Schedule A – Supports and Services* of your funding agreement. Many agreements only have one service (e.g. Service #1), but if there is more than one service on your agreement you must report how much you spent providing supports under each service.

Expense Type: *Administrative*

From the list you can also select from the following to indicate if the detail amount was used to pay for:

- Accounting Fees – fees you paid to a third-party for book-keeping or accountant services
- Administration Costs - costs you incur administering your agreement e.g. long-distance charges, book-keeping/accounting supplies, etc. Costs must fit within the allowable administrative costs agreed to with CLBC as indicated in the *Schedule B – Payments Summary* of your funding agreement and be supported by receipts or invoices.
- Bank Charges – charges from the bank for banking services
- Repayment to CLBC - you have been asked to repay money to CLBC Accounting Services

Expense Type: *Other*

The selection of “Other” is available on the drop-down list under both “Individual Supports” and “Administrative” categories but should only be used for expenses that do not relate to the deliverables listed under the services on the *Schedule A – Supports and Services* of your agreement or administration costs.

For example, looking at the “Expense” drop-down menu, WorkSafeBC premiums can be categorized as Expense Type: “Other” under “Individual Supports”. Eligible expenses that do not relate to “Individual Supports” or any of the listed “Administrative” expense types can be categorized as Expense Type: “Other” under “Administrative”. If “Other” is selected, a “Description” box becomes available where you are required to describe what the payment was for.

Step 4 – Review

Direct Funding Financial Reporting System

1 Start 2 Report Details 3 Expenses 4 **Review** 5 Complete

Review
Agreement: B00101
Reporting Period: 30 Mar 2019 to 30 Apr 2019

Opening Balance \$300.00
Add: Total Deposits \$700.00
Less: Total Expenses \$600.00
Closing Balance \$400.00

Summary of activity for the reporting period

Date	Transaction	Expense	Deposit
1 2 Apr 2019	CLBC Deposit		\$700.00
2 15 Apr 2019	Expense	\$600.00	
Expense Type		Expense Amount	
1	Home Shiring	\$400.00	
2	Outreach Support	\$150.00	
3	Other	\$50.00	
Totals		\$600.00	\$700.00

Transactions captured per the bank statement

Expense detail breakdown for this expense line item

I have read and agree to the above terms and conditions.
The acknowledgement check box must be checked.

Note:
You must maintain and keep records of all expenditures, including financial records, receipts and invoices identifying who was paid and what support services were purchased. CLBC conducts post payment audits on the Direct Funding Program. You may be selected for audit and required to submit financial records, invoices and receipts to CLBC as additional confirmation that the money has been spent in accordance with your agreement.

SUBMIT Cancel

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The review page summarizes the following details of your report:

- Your account balance, including your opening balance, total deposits, total expenses and closing balance;
- A list of all the bank statement transactions you captured in Step 2 “Report Details”. For each expense, it shows the associated expense details.

Once you have reviewed the details of your *Financial Report*, check the acknowledgement box and click the “Submit” button. Use the “Cancel” button to start again, or the “Previous Step” button to return to the previous page.

A pop-up box (below) is shown to confirm you are ready to submit. If you want to make changes, you can click the “Cancel” button and it will return you to the “Review” page. **Once you press “Confirm”, you will have submitted the report and you cannot modify the report.**

Submit Report Confirmation
✕

You are about to submit your financial report for the reporting period 30 Mar 2019 to 30 Apr 2019. Once submitted, you will not be able to modify it.

Please confirm you would like to submit now.

Confirm
Cancel

Transact	Expense	Deposit
CLBC De		\$700.00
Expense	\$600.00	

Expense Type	Expense Amount
1 Home Sharing	\$400.00
2 Outreach Support	\$150.00
3 Other	\$50.00
	\$600.00

I have read and agree to the above terms and conditions.
 Click to submit your financial report.

Note:
You must maintain and keep records of all expenditures, including financial records, receipts and invoices identifying who was paid and what support services were purchased. CLBC conducts post payment audits on the Direct Funding Program. You may be selected for audit and required to submit financial records, invoices and receipts to CLBC as additional confirmation that the money has been spent in accordance with your agreement.

SUBMIT
Cancel

Step 5 – Complete

Direct Funding Financial Reporting System

← PREVIOUS STEP

1
Start

2
Report Details

3
Expenses

4
Review

5
Complete

Complete!

Agreement: **GL3042CG01**

Reporting Period: **1 Apr 2019 to 30 Apr 2019**

Thank you for submitting your report for the reporting period covering 1 Apr 2019 to 30 Apr 2019.

Your confirmation number is: 5000004 Confirmation #

Please print a copy of your submission for your records.
You will not have the ability to print at a later time.

PRINT

NEW REPORT
Click here to submit another report.
Close the browser if you are now finished.

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Your online *Financial Report* submission is now complete. This page provides:

- The Agreement Number
- The Reporting Period
- A confirmation number for your report submission
- The option to print a copy of your report

To print or save a copy of your *Financial Report* to file with the rest of your financial records for the reporting period, click the “Print” button.

If you would like to submit another report, click the “New Report” button.

If you are now finished, then just close the browser. The browser session will end automatically after 30 minutes of inactivity.

Important Note: You can only print the *Financial Report* submitted while you are on this page. As soon as you navigate away, close the browser or click “New Report”, as you will not be able to access the report just submitted.

Help While Submitting a Financial Report



When using the *Direct Funding Financial Reporting System*, clicking the “Help” icon at any step provides links to the following resources for assistance:

- A Guided Video for Standard Agreement Reports - this illustrates the detailed steps you need to follow to submit a *Financial Report* for *Direct Funding Standard Agreements*.
- A search page to find your local CLBC Office (available on the CLBC website)
- A ‘Contact Us’ link that provides answers to Frequently Asked Questions, a Helpful Hints troubleshooting guide as well as CLBC contact information

Questions

This document is one of several supporting resources designed to provide information and answer questions about how to manage funding and report to CLBC on your *Direct Funding Standard Agreement*. The other resources include: The Standard Agreement training video (how to use the online system and report to CLBC), *Helpful System Hints for Direct Funding Standard Agreements* (troubleshooting information when using the online reporting system), and the *FAQ: Reporting on Standard Agreements – Agents* (answers to common questions about reporting). All these resources can be found together at www.communitylivingbc.ca/IF under the “Learn more about Individualized Funding” section.

If you have any questions about the *Direct Funding Standard Agreement* financial procedures outlined in this guide, please contact the CLBC analyst who assisted with your agreement or call your local CLBC office.

APPENDIX A: FAMILY RESPITE POLICY

Policy Number: SE4.380	Policy Section: Supports and Services	Effective: October 1, 2021
Title: Family Respite Policy		Executive Sponsors: Vice President, Regional Operations Vice President, Strategic Initiatives

Summary:

This policy explains CLBC's respite services for families. Respite services help families get a break from supporting their family member and helps keep families strong and together.

This policy explains the 2 types of respite funding. Direct-funded respite goes directly to the family to hire their own respite workers and contracted respite goes to a service provider that helps with respite for the family.

The policy gives information on how families can and cannot use their direct-funded respite funding.

1. PURPOSE

CLBC supports individuals to have lives filled with possibilities in welcoming communities using natural, generic, and paid supports and services. Families are an important natural support for many individuals and need to be resilient to support their family members. When used effectively, respite promotes stability, reduces stress, and promotes resilience within families. CLBC provides respite funding to individuals and families in need of short breaks.

This policy provides guidance to individuals and families, as well as service providers and CLBC staff that work with families. It applies to individuals who live with family caregivers. Guidance on the provision of respite services in home sharing arrangements is outlined in CLBC's *Respite Guidelines Policy*.

2. DEFINITIONS

Agency-coordinated: Services coordinated by a community-based agency.

Catalogue of Services: The list of services funded by CLBC as well as associated parameters that relate to disability-related needs and the amount of service that can be provided.

Policy Framework

Criminal Record Check: A criminal record check refers to the legislative requirement set out in the *Criminal Records Review Act* which involves a search of police records against a list of “**specified or relevant offences**”. This list is set out in Schedules (1 and 3) to the *Criminal Records Review Act* and is designed to capture offenses related to physical, sexual or financial abuse of vulnerable adults. Criminal record checks are run through the Canadian Police Information Centre, Police Records Information Management Environment (the province’s local police database) and the BC Corrections database only returning records related to these listed offences. Checks are also informed by a search of law enforcement databases, in collaboration with the Royal Canadian Mounted Police’s (RCMP) Criminal Records Review Unit, which returns all information related to the Act’s listed offences, including non-conviction information (e.g. outstanding charges, convictions, criminal investigations as well as incidents that did not result in a charge or conviction) that the RCMP unit assesses as indicative of a likely public safety risk when working with vulnerable adults.

Cultural Safety: Refers to promoting a culturally safe environment that is physically, socially, emotionally, and spiritually safe. There is recognition of and respect for the cultural identities of others without challenge or denial of an individual’s identity, who they are, or what they need. Culturally unsafe environments diminish, demean, or disempower the cultural identity and well-being of an individual.

Direct Funding: An Individualized Funding payment option whereby funds allocated by CLBC are paid to an individual or their agent for the purchase of individualized supports and services.

First Aid Certificate: A qualification awarded upon successful completion of an 8-hour course covering primarily life-threatening emergencies (CPR, bleeding, choking, and other life-threatening medical emergencies).

Generic services: Publicly funded services that all citizens access, for example, libraries, colleges, or community recreation centres.

Individual: A person 19 years of age or older who has a developmental disability, as described in the *Eligibility Policy*.

Natural Supports: Support provided on a voluntary basis by an individual’s support network, including family, friends, neighbours, co-workers and others. Additional support may come from participation in associations (e.g. social clubs and groups) or community activities that have public participation (e.g. sport teams, adult interest groups like garden clubs and community choirs, faith communities).

Respite: A support to provide relief to an individual, family, or shared living provider.

3. POLICY

3.1 Respite Services

Respite is an important support for individuals and families. Respite provides opportunities for an individual CLBC supports and their primary caregiver or supporter to have short breaks from one another. For individuals living with their families, respite is often provided by the individual's extended family and support network. In addition to these natural supports, respite is a funded service in CLBC's Catalogue of Services that supports the resilience of families.

3.2 Respite as Individual and Family Support

CLBC trusts that families have the best understanding about how to sustain their caregiving. In addition to using natural supports and generic supports in their communities, families in need of respite may request CLBC funding for either direct-funded or agency-coordinated respite. CLBC provides a minimum amount of funding to all individuals who reside with their family and receive no other CLBC-funded services. This minimum funding can be used for respite services.

3.3. What Direct-Funded Respite Can Be Used For

Families using direct-funded respite may use it for:

- Support workers (e.g., contractors or employees) who provide care and/or support to the individual.
- Recreational, social, or educational programs (e.g., swimming class) for the individual that is intended to provide respite for the family and is provided at times they would typically provide care or support.
- Support workers to assist the individual to attend courses or activities in the community.
- Supports or services that assist in activities required to care for the individual due to their disability-related needs (e.g. cleaning, laundry).
- Professional counselling services for the family or individual.
- Learning and connecting opportunities (i.e., workshops, support groups) for the family caregiver to learn new support strategies, access peer supports, and increase their ability to support the individual in their family home.
- Other reasonable services that support family functioning and quality of life for the individual while allowing the family caregiver to achieve respite in a way that provides cultural safety and honours the individual's choices (e.g., cultural bearer, elder, or extended family support).
- Banking fees, if a family chooses to open a separate bank account, including costs for ordering cheques.
- Any costs associated with contracting or hiring respite support workers e.g. WorkSafe BC costs, criminal record checks, etc.

3.4 What Direct-Funded Respite Cannot Be Used For

Direct-funded respite funding **cannot** be used to purchase:

- Assets (e.g., personal items or equipment for the individual such as a computer or tablet).
- Services or activities for the family caregiver (e.g., gym fee, haircut, etc.), with the exceptions of counselling or learning and connecting activities as noted above.
- Food or meal services, excluding supports to assist the individual in meal planning and preparation.

3.5 Direct-Funded Respite Requirements For Individuals and Families:

Individuals and families with direct-funded respite are required to retain and provide all receipts as part of CLBC reporting and accountability measures.

Individuals and families contracting or hiring respite workers, including extended family members, must comply with CLBC's *Criminal Record Check Policy: Service Delivery*, First Aid requirements, and other applicable CLBC policies and provincial and federal laws.

3.6. Contracted Respite

Individuals and families allocated respite funding may choose to use contracted respite through a service provider where it is available. Service provider or agency-coordinated respite services for individuals and families:

- Screen support workers to provide respite services for individuals and families and coordinate all associated administrative details.
- Comply with CLBC's *Criminal Record Check Policy: Service Delivery*, First Aid requirements, and WorkSafe BC rules.
- Work with individuals and families to match and schedule support workers to provide respite services, ensuring culturally safe services and supports for individuals and families.

3.7 Provision of Respite

In addition to having appropriate training and experience, persons providing respite services must, at minimum:

- Be at least 19 years of age.
- Be present and in charge during all hours that respite is required.
- Be aware of the individual's needs and preferences.
- Be aware of and sensitive to the individual's culture.
- Be aware of the individual's health and support requirements.
- Know how to respond in an emergency and have a valid First Aid certificate.
- Have no criminal record that prohibits a person supporting CLBC-eligible individuals.

3.8 Emergency Respite

At times, individuals and families may require short-term respite to support the individual and caregiving arrangement in an emergency. Emergencies can include situations in which the individual or the family experiences a crisis. Requests for emergency respite are made through [Policy Framework](#)

the individual's CLBC Facilitator.

Direct-funded respite to a maximum amount of \$10,000 annually may be used flexibly by families (see Section 3.3 for eligible expenses), while use of direct-funded respite beyond the \$10,000 annual maximum is limited to funding:

- Support workers (e.g., contractors or employees) who provide care and/or support to the individual.
- Banking fees, if a family chooses to open a separate bank account, including costs for ordering cheques.
- Any costs associated with contracting or hiring respite support workers e.g., WorkSafe BC costs, criminal record checks, etc.

4. REFERENCES

Catalogue of Services

Community Supports Policy

Criminal Record Check Policy: Service Delivery

Direct Funding Policy

Eligibility Policy

Frequently Asked Questions: Family Respite Policy

Individualized Funding Policy

Managing the Money: Direct Funding Simplified Guide

Managing the Money: Direct Funding Standard Guide

Respite Guidelines Policy

Service Provision by Family Members Policy