

## Supplies Policy

BRANCH/DIVISION:  
Children's disABILITY Services /  
Community Services Division

RESPONSIBLE AUTHORITY:  
Department of Families

POLICY OWNER:  
Director, Children's disABILITY Services

**Date Approved** Date Approved: June 2003

**Applicable to** Children's disABILITY Services / Disability and Health Supports Unit

**Next Review Date** **TBD**

**Date Reviewed** Date Revised: March 2019

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### 1.0 Policy Statement

Children's disABILITY Services supports families raising children with developmental or lifelong physical disabilities, to meet the additional disability-related needs they may have.

### 2.0 Background/Context

Families raising children with disabilities may have additional disability-related needs for their children that other families may not, including the need for disposable and consumable supply items. To help families meet their children's disability-related need for medical supply items, Children's disABILITY Services may provide disposable and consumable supply items for eligible children.

### 3.0 Purpose

This policy outlines Children's disABILITY Services' criteria for the approval and provision of disposable and consumable supplies.

### 4.0 Definitions

**Assessment Officer** – DHSU staff person responsible for assessing, reviewing, prioritizing and processing supplies requests on behalf of Children's disABILITY Services.

**Consumables** – For the purpose of this policy, consumables refers to items that are consumed, which are necessary for disability-related needs.

**Disability and Health Supports Unit (DHSU)** – Unit responsible for assessing and processing all requests for supplies, therapeutic diet and nutritional supply made for children enrolled in Children's disABILITY Services.

**Disposable Supplies** – For the purpose of this policy, disposable supplies refers to medical supply items including incontinence products, which are necessary for disability-related reasons.

**Materials Distribution Agency (MDA)** – The government agency responsible for the procurement and delivery of disposable and consumable items purchased by the DHSU.

**Medical Supplies Request and Justification form** – The form completed to request supplies on behalf of a child open to Children's disABILITY Services.

**Therapeutic Diet and Nutritional Supplement Request and Justification form** – The form completed by regulated health professionals qualified to request non-standard therapeutic and pediatric diets and nutritional supplements on behalf of a child enrolled in Children's disABILITY Services.

## 5.0 Policy

### 5.1 Eligibility

Children enrolled in Children's disABILITY Services may be eligible for supply items based on:

- their assessed needs
- the availability of other resources to meet their needs
- the availability of program resources.

Eligibility for Children's disABILITY Services does not mean that all requests for supply items are approved. All criteria listed above must be met for requests to be determined as eligible.

### 5.2 Basic and Adequate Support

Children's disABILITY Services' objective is to provide basic and adequate support to families with some of the extraordinary costs of caring for a child with a disability.

Basic and adequate describes the minimum required to meet the assessed disability-related need in a satisfactory manner. Meeting the assessed need addresses the functional limitations resulting from the child's disability.

### 5.3 Eligible Supplies

Eligible supplies are disposable or consumable items related to the disability that granted the child eligibility for Children's disABILITY Services.

### 5.4 Ineligible Supplies

Ineligible supplies include, but are not limited to:

- Items parents normally provide for their children:
  - medication (prescription or over the counter)
  - vitamins and minerals
  - common household items
  - dental supplies
  - basic food items
  - clothing and shoes
  - prescription eye glasses and sun glasses
  - Incontinence supplies for children under the age of three
- Non-disability related items
- Items not related to the disability that made the child eligible for the Children's disABILITY Services
- Items that can be provided by other available sources

### 5.5 Recommendation from Qualified Professional

#### Disposable Items

Requests for disposable supplies are made using the Medical Supplies Request and Justification form. Recommendations for all supplies, except incontinence supplies, must be made by a regulated health professional with expertise to make qualified recommendations for the requested items. Requests for incontinence supplies do not require a recommendation from a health professional; parents and caregivers may request incontinence supplies on behalf of their child.

### **Consumable Items**

Requests for consumables such as non-standard therapeutic and pediatric diets or nutritional supplements are made using the Therapeutic Diet and Nutritional Supplement Request and Justification form. Registered dietitians, physicians, nurse practitioners, physician's assistants, nurses or practical nurses are qualified to make a recommendation for therapeutic diets or nutritional supplements.

All requests for disposable and consumable items must indicate:

- how the requested items relate to the child's disability needs; and
- how the requested items are not required by a child of a similar age without a disability.

## **5.6 Disposable Supplies**

Requests for disposable medical supplies may be approved when:

- they are necessary due to the disability that made the child eligible for Children's disABILITY Services
- they are recommended by a qualified professional with appropriate expertise
- they are not provided/funded by other service providers/funders (i.e., RHA Home Care services, private insurers);

### **Incontinence Supplies**

Incontinence supplies may be supplied to children, ages three and older, who require incontinence supplies to due to disability-related reasons. Incontinence supplies are not provided to children younger than three years old.

Requests for incontinence supplies do not require a recommendation from a health professional; parents and caregivers may make request on behalf of their child. All requests must indicate the disability-related need for incontinence supplies.

Diapers are considered basic and adequate when the child is not actively toilet training.

Pull-ups may be approved when:

- toilet training is occurring, or
- in specific social settings, such as attending school.

## **5.7 Consumable Supplies**

Requests for consumable supplies may be approved when:

- they are necessary due to the disability that made the child eligible for Children's disABILITY Services
- they are recommended by a qualified professional with appropriate expertise
- other service providers/funders are not involved (i.e., RHA Home Care services, private insurers); and,
- they replace food that is typically part of a regular childhood diet.

Requests for consumable supplies are reviewed by Assessment Officers at the DHSU. Assessments may include consulting the referring professional or other qualified health professionals to determine the nature of the child's needs (mechanical, behavioural or related to caloric intake).

Requests for consumable supplies are not be approved when any of the following apply:

- they are not required as the result of the child's disability and/or they are not related to the disability that made the child eligible for Children's disABILITY Services
- they have not been recommended by a qualified professional with appropriate expertise
- they are an enhancement to a regular childhood diet

- they are preferred by the child or family, but they are not medically necessary
- they are provided by other service providers or funders are involved with the child and family, such as Manitoba Home Nutrition Program, Manitoba Home Care program, private medical insurance, etc.

## **6.0 Standards and Guidelines**

### **6.1 Assessment and Approval of Requests For Supplies**

The DHSU is responsible for assessing and making a determination for all supply requests.

Prior to approving a request, Assessment Officers at the DHSU must ensure:

- the request was made by a qualified professional, where required;
- the requested item is directly related to the disability that established the child's eligibility for Children's disABILITY Services;
- the requested item is an eligible item based on criteria in sections 5.3 and 5.4;
- the requested item meets the assessed disability-related need in a basic and adequate manner, which is the minimum required to satisfactorily meet the need.
- Other provincial and federal government programs have been explored and accessed, where appropriate;

DHSU staff will provide written notification to families of the outcome of the request for their child.

Approved supplies shall be purchased by the DHSU, using MDA as the supplier.

### **6.2 Review of Supply Needs**

The DHSU will review supply needs periodically to ensure provided items meet the needs of the child.

### **6.3 Support from Other Government Programs**

Families must access supports available through other provincial and government programs, where applicable, prior to receiving supports from Children's disABILITY Services.

### **6.4 Private Medical Insurance**

Families must use private insurance if available. Insurance will be considered before funding is committed by the DHSU.

### **6.5 Tax Benefits**

Disability-related consumables items may qualify as eligible medical expenses with the Canada Revenue Agency when purchased without the use of government funds. More information is available from the Canada Revenue Agency.