

ALBERTA-BASED

HOLISTIC CARE GROUP HOME

REQUEST FOR PROPOSAL



PROPOSAL SUBMISSION FORM

COMPANY NAME: [COMPANY NAME]

ADDRESS:

[ADDRESS 1]

EDMONTON, AB, T5Y 2C8.

Please indicate if the entity submitting this application is an Incorporated Company: **YES**

If yes, which province is the registration in? **Alberta**

Is the company registered in any other province as extra-provincially? **No**

If yes, which province(s)?

AUTHORIZED PERSON(S): [CONTACT PERSON NAME]

NAME(S) & TITLE(S) IN CAPITAL LETTERS:

[NAME],

[TITLE]

[TITLE].

AUTHORIZED CONTACT PERSON: [NAME]

PHONE: [PHONE]

E-MAIL ADDRESS: [EMAIL]

AUTHORIZED SIGNATURE(S):

The Proponent is a Nunavut Business as defined in the NNI Regulations and is registered with the NNI Secretariat and listed in the NNI Registry with the following Registration Number: __ **N/A**

The Proponent is an Inuit Firm as defined in the NNI Regulations and is registered with NNI and included in the Inuit Firms Registry with the following IFR Registration Number: __ **N/A**

OTHER:

- ☐ NUNAVUT WORKERS SAFETY & COMPENSATION COVERAGE
- ☐ INSURANCE AS PER CONTRACT CONDITIONS
- ☐ REGISTERED FOR NUNAVUT PAYROLL TAX
- ☐ LOCAL BUSINESS LICENSE

Proposal Cover Letter

Dear [Recipient's Name],

[COMPANY NAME] is pleased to submit this formal proposal, aiming to provide a comprehensive and compassionate suite of services for children, youth, families, and young adults with complex needs. Our specialized services, offered through a [REDACTED], align closely with the requirements of Children's Services (CS) in the North Region. We recognize the challenges faced by youth who are often placed in distant communities and are confident in our ability to deliver a robust, supportive program, building on nearly two years of success in Edmonton, Alberta.

[COMPANY NAME] was founded with a commitment to fostering healing, empathy, and brighter futures for individuals in need. Established in 2020 by an Alberta-based nurse practitioner, our organization addresses the critical demand for specialized support services for children and adults facing complex challenges in Northern Canada. [COMPANY NAME] is dedicated to [REDACTED]

[REDACTED]. We are devoted to creating a community that [REDACTED]

[REDACTED]. [COMPANY NAME] operates under the philosophy of the circle of life, emphasizing [REDACTED]. Furthermore, we proudly hold full accreditation from the Canadian Accreditation Council (CAC), underscoring our commitment to delivering high-quality services.

Our approach is deeply rooted in a [REDACTED]. [COMPANY NAME] is dedicated to creating homes that fulfill the physical, social, educational, emotional, medical, and cultural needs of children and youth. We draw inspiration from the [REDACTED], which inform our holistic care approach. Our therapeutic framework combines a Trauma-Informed and Client-Centered approach with unwavering acceptance and guidance. This foundation allows us to provide environments that foster connections with family members (where applicable) and meet each resident's diverse needs.

At [COMPANY NAME], we believe in a balanced approach to well-being, recognizing that physical, mental, and spiritual health are interconnected. We prioritize respect for each client's unique cultural background, especially the Indigenous heritage of many in our care. Cultural traditions and self-reliance practices are central to our program, enabling emotional, physical, and spiritual growth. By learning life skills rooted in cultural identity, our clients develop a strong sense of self-esteem and belonging.

Our therapeutic approaches are crafted to honor each child and their family, promoting active involvement and opportunities to learn and apply new skills. The client-centered therapy (CCT) model, medical-based holistic care, the Circle of Courage healing paradigm, and trauma-informed care form the core of our therapeutic framework. These approaches are embedded within a structured environment that encourages participation in daily activities, helping clients overcome personal and family-related barriers. Additionally, [COMPANY NAME] places a high value on culturally diverse needs, applying the Circle of Courage model as a foundational theory for supporting First Nations children, youth, and families.

[COMPANY NAME] employs a range of leading-practice methodologies to ensure that our clients—whether children, teenagers, adults, or families—are treated with dignity and provided the tools to succeed. Our program integrates client-centered therapy with trauma-informed care, fostering collaboration with the individual, healthcare providers, family, caseworkers, and community networks. Together, these partnerships allow us to deliver the highest standard of care tailored to the needs of each individual.

Vision Statement

Our vision at [COMPANY NAME] is to strengthen the

Mission Statement

Our mission is to provide programs

Program Offerings and Expertise

In response to the Standing Offer Agreement (SOA), [COMPANY NAME] is well-prepared, skilled, and qualified to deliver all designated levels of residential care (1-4; 6a & b). Our program ensures a smooth transition for all medically fragile individuals, supporting them from infancy through adolescence, and, when necessary, into adulthood. We offer continuous support within the same organization through our TAP/SIL (Transition to Adulthood/Supportive Independent Living) program, ensuring that young adults receive uninterrupted care.

Our program structure is designed to provide

. For each client graduating from our program for ages 0-17, we provide

[COMPANY NAME] categorizes Level 1 residential care as support for TAP (Transition to Adulthood) clients or those in SIL. Our program extends support up to . By continuing our services beyond , we foster strong therapeutic relationships and maintain a high standard of care, contributing to each client's lifelong success. [COMPANY NAME] is exceptionally positioned to offer high-quality, multifaceted care across all required levels (1-4; 6a & b). Our experience, professional expertise, compassion, and commitment to best practices ensure the program's enduring impact and success.

Commitment to Cultural Sensitivity and Inclusion

A significant aspect of [COMPANY NAME]'s philosophy is our commitment to

. Our programs are designed to

In summary, [COMPANY NAME] is dedicated to providing compassionate, comprehensive care that respects and uplifts each individual. With our extensive knowledge, qualified professionals, and culturally inclusive practices, we are well-equipped to meet the needs of diverse communities across Northern Canada. [COMPANY NAME]'s commitment to holistic, culturally aware care ensures that our clients receive the highest standard of support and guidance at every stage of their journey.

Indicate Category(s) of service provision:

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6(a)	Level 6(b)
Children	Y ✓	Y ✓	Y ✓	Y ✓		Y ✓	Y ✓
Youth	Y ✓	Y ✓	Y ✓	Y ✓		Y ✓	Y ✓
Adult	Y ✓	Y ✓	Y ✓	Y ✓		Y ✓	Y ✓

Thank you for considering [COMPANY NAME] as a trusted partner in delivering specialized care services. We look forward to the opportunity to discuss our proposal further and demonstrate our dedication to making a positive impact in the lives of those we serve.

Sincerely,
 [Your Name]
 [Your Position]
 [COMPANY NAME]

1.0 Corporate Identity and Profile

Legal Name: [COMPANY NAME]

Business Number:

Address: [Address], Edmonton, AB, T5Y 2C8

Telephone:

Date of Establishment and Structure: [COMPANY NAME] was established as a corporation on [DATE].

Ownership and Leadership:

[COMPANY NAME] was co-founded by [Owner/s], both of whom bring extensive expertise in healthcare and management.

- [REDACTED] serves as [REDACTED]. With a broad background that includes roles as a bedside nurse, case manager, community/primary health nurse, occupational nurse practitioner, and family nurse practitioner, [REDACTED] has accumulated experience across diverse healthcare settings. Her work has notably included roles as a residential counselor in Ontario, providing specialized care to individuals with disabilities and complex needs, including both children and adults. Currently, she serves vulnerable populations in Edmonton, focusing on Opioid Use Disorder and mental health services, following her advanced training at the University of Alberta.
- [REDACTED] brings over eight years of leadership experience in recruiting healthcare professionals, child and youth care workers, transportation drivers, janitorial staff, and general laborers. He has successfully placed staff with respected organizations such as [REDACTED]. His experience spans numerous nursing and group care facilities in Edmonton and the surrounding areas.

Leadership Structure: No additional firm leadership roles are currently designated.

Workforce: [COMPANY NAME] employs 30 active staff members, all of whom are fully engaged in serving the specific client base relevant to this RFP.

Service Philosophy and Approach:

[COMPANY NAME] is dedicated to providing adaptable and holistic programs tailored [REDACTED]. Recognizing both the provincial and local service gaps in support for individuals with disabilities, [COMPANY NAME] is committed to culturally attuned, medically oriented group and transitional housing solutions. [REDACTED]

[COMPANY NAME] takes pride in developing programs that are inclusive, [REDACTED], ensuring that culturally specific support is readily available. The organization addresses the [REDACTED]

Program Flexibility and Expansion:

With a well-established history of serving individuals with complex health needs, [COMPANY NAME] is well-positioned to expand program offerings in response to new RFP requirements. The organization currently collaborates with a range of entities, including [REDACTED]

Healing (Service/Care) Planning and Care Plan Development:

[COMPANY NAME] is committed to comprehensive, individualized [REDACTED]

[REDACTED]. Each Care Plan is developed and [REDACTED]

Care Plan Components:

All Individual Program Plans are structured to include:

[REDACTED]

Business Registration and Licensing: Refer to Appendix C for [COMPANY NAME]'s Alberta business registration and an application for the Nunavut Business Identification Number (NIN) dated [REDACTED]

Insurance and Workers' Compensation Coverage: Refer to Appendix B for an overview of [COMPANY NAME]'s current insurance coverage, and Appendix D for details on Workers' Compensation Board (WCB) coverage.

2.0 Contractor/Project Team – Qualifications, Knowledge & Skills

[COMPANY NAME] is committed to [REDACTED]. We recognize the importance of a comprehensive approach that promotes growth, resilience, and skills for long-term success. Our programs are driven by [REDACTED], staffed by qualified professionals dedicated to fostering development and equipping clients with the tools they need to thrive. The program will prioritize Inuit employment and work collaboratively with essential local contractors, including an Elder from Nunavut, to provide culturally supportive care.

Our multimodal approach is designed to address each individual's unique needs and challenges, facilitating skill acquisition and personal growth. This approach prepares [REDACTED]

Leadership and Community Collaboration

[COMPANY NAME] is overseen by a Nurse Practitioner, ensuring that the medical, physical, mental, and social needs of each client are met, thereby maintaining a high standard of care. We actively collaborate with [REDACTED]

For programs involving medically fragile clients, our facilities are approximately a 15-minute drive from the [REDACTED]. Additionally, we have an in-house team that includes a prescribing pharmacist, medical doctor, pediatricians, optometrist, dentist, allied art therapists, mental health therapists, interpreters, and a psychologist who direct-bills NIHB. This team approach ensures seamless support and effective coordination of care. We also offer access to a comprehensive range of assessments, including occupational therapy, speech and language therapy, psychiatric and psychological evaluations, and various risk assessments to support our clients' healing and development.

Position Qualifications

[COMPANY NAME] is committed to hiring highly skilled personnel through a blended staffing model that includes medical professionals (Registered Nurses and Licensed Practical Nurses) and support staff with relevant qualifications or experience in Human Services. Our hiring practices align with Alberta Residential Licensing Facilities Act regulations and Canadian Accreditation Council (CAC) standards to maintain excellence in care.

All new hires must meet the following requirements:

[REDACTED]

[REDACTED]

Employee Training Requirements

Our comprehensive training framework is designed to equip staff with the necessary competencies to deliver individualized client care. Training requirements are as follows:

- **Within three months of start date:**

[REDACTED]

- **Within six months of start date:**

[REDACTED]

- **Within nine months of start date:**

[REDACTED]

Position	Responsibilities
Director/ Nurse Practitioner (Family All Ages)	<p>The Director is accountable for the organization and responsible for all facets of the operation of [COMPANY NAME]. The Director delegates and coordinates [REDACTED].</p> <p>The Director is responsible for collaborating with [REDACTED].</p> <p>The Director is responsible for the direct supervision of [REDACTED].</p> <p>[COMPANY NAME] current Director is a Family Practice Nurse Practitioner; so, she has a master's in nursing degree, which makes our program exceptional.</p>

Manager (Team Leader-TL)/Social Worker (SW)	The TL/SW is a member of the [REDACTED]. The TL/SW provides supervision and evaluation to front line staff members. The TL/SW is accountable to the Director of [COMPANY NAME].
Registered Nurse/Licensed Practical Nurse	The RN and LPN are a member of the interdisciplinary team which [REDACTED]. Employees with this designation perform front-line medical work in the program and carry the responsibility for the oversight of health and medical needs of the clients. The RN/LPN must demonstrate [REDACTED].
Child and Youth Care Worker	The Child and Youth Care Worker is a member of the interdisciplinary team which [REDACTED]. Employees with this designation perform front-line work in the program and carry the responsibility for [REDACTED]. The role is extensive and carries with it responsibilities in the counseling, teaching, and training areas, as well as recording and reporting. The Child and Youth Care Worker must demonstrate high personal competence in the formation and maintenance of caring, therapeutic relationships. The Child and Youth Care Worker is accountable to the Team Leader, the LPN/RN and/or the Director.
Health Care Aide	The Health Care Aide is a member of the interdisciplinary team which [REDACTED]. Employees with this designation perform front-line work in the program and carry the responsibility for providing essential and important daily living support to residents. The role is extensive and carries with it responsibilities in assistance with [REDACTED]. Additional training is provided as needed. The Health Care Aide must demonstrate high personal competence in the formation and maintenance of caring, therapeutic relationships. The Health Care Aide is accountable to the Team Leader, the LPN/RN and/or The Director.
Cultural Resource Person	The Cultural Resource Person is recognized by his/her community as an individual who respects the cultural values, beliefs and practices of the Indigenous family and community. In practice, this translates to, [REDACTED]. The Cultural Resource Person is accountable to the Director and/or TL/SW and may be fulfilled by members of the staff team if those members are of representative of an Indigenous heritage.
Community Support Worker	The Community Support Worker is a member of the interdisciplinary team which [REDACTED]. Employees with this designation perform frontline workers in the program and carry the responsibility for the [REDACTED]. The role is extensive and carries with it responsibilities in the counseling, teaching, and training areas, as well as recording and reporting. The Community Support Worker must demonstrate high personal competence in the formation and maintenance of

	caring, therapeutic relationships. The Community Support Worker is accountable to the Team Leader, RN/LPN and/or the Director.
Mental Health Support Worker	They are responsible for facilitating [REDACTED] [REDACTED] They also assist client in gaining the skills necessary to successfully acquire appropriate living accommodations, helping to navigate a variety of environments such as home, grocery stores, banks, etc.

Position	Minimum Qualifications
Director/ Nurse Practitioner (Family All Ages)	[REDACTED]
Team Leader/Manager/ Social Worker	[REDACTED]
Registered Nurse/Licensed Practical Nurse	[REDACTED]
Child and Youth Care Worker	[REDACTED]
Health Care Aide	[REDACTED]
Cultural Resource Person	[REDACTED]
Community Support Worker	[REDACTED]
Mental Health Support Worker	[REDACTED]

Quality Assurance and Continuous Service Improvement Process

[COMPANY NAME] is dedicated to fostering a quality-driven culture that encourages ongoing learning and continuous improvement in service planning, with a focus on achieving agency goals and objectives. The organization undertakes a comprehensive quality assurance process annually, aligned with the agency's year-end, to evaluate and enhance both internal and external service delivery outcomes. This process incorporates both quality management and quality improvement strategies to optimize client outcomes.

Objectives

[REDACTED]

Annual Performance Analysis

Conducted at the agency year-end, the annual performance analysis includes:

[REDACTED]

Monitoring and Evaluation Process

Evaluation

[COMPANY NAME] conducts both ongoing and formal annual evaluations to maintain high operational standards and assess service delivery effectiveness. The organization adheres to all regulatory standards, focusing on a thorough analysis of service quality that includes:

[REDACTED]

Outcomes

Evaluation of outcomes considers the following elements:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The Advisory Panel and Director will review all

[COMPANY NAME] has established a comprehensive data collection system aligned with its quality and service improvement policies. This system, which includes [REDACTED]

3.0: Related & Past Experience – Similar Projects

With over seven years of experience as a staffing and temporary nursing agency serving Edmonton and surrounding areas, [COMPANY NAME] has been a trusted provider of care solutions. For the past two years, we have also operated as a group home provider in Edmonton, specializing in the care of high-risk behavioural and medically fragile children and young adults, including those from infancy to 17 years, young adults aged 18-24, and individuals with developmental disabilities (PDD) into adulthood. [COMPANY NAME] currently operates four fully occupied homes in Edmonton, each designed to provide tailored programming as outlined below, with all locations consistently running at maximum capacity (4-5 residents per site).

[COMPANY NAME] Homes and Equivalency to GN Care Levels

Home No.	Description	Address	Current Capacity
#1	[REDACTED]	[REDACTED]	[REDACTED]
#2	[REDACTED]	[REDACTED]	[REDACTED]
#3	[REDACTED]	[REDACTED]	[REDACTED]
#4	[REDACTED]	[REDACTED]	[REDACTED]

Category Levels 1-4: High-Risk Behavioural and Medically Fragile Support


[COMPANY NAME] holds a contract with the [REDACTED], providing medical support to vulnerable children in Edmonton who require services at the Stollery Children's Hospital. Additionally, [COMPANY NAME] supports several high-risk youths referred by [REDACTED]. Many of these youth, initially requiring intensive support with 1:1 or 2:1 staffing ratios, have shown significant improvements within the program, allowing for a transition to 1:2 or 1:3 staffing due to the stability achieved through our services. Some of these youths have even been successfully reintegrated with their families due to the positive outcomes attained.

[COMPANY NAME] emphasizes thorough screening and assessment to ensure each placement is a good fit for the individual and the program, leading to efficient operations and outstanding results. Although [COMPANY NAME] currently supports a non-verbal individual with high behavioural needs, we do not yet operate a secure facility. In cases where secure accommodations are necessary, referrals are made to appropriate secured sites within Alberta. We prioritize de-escalation techniques as part of our safety protocols, with physical restraint employed only as a last resort.

Category Level 6a-b: Specialized Care for Medically Fragile Clients

[COMPANY NAME] also provides specialized community care for a medically fragile child who [REDACTED], a case referred by Alberta Children's Services, North Region. This client receives continuous, [REDACTED]

[COMPANY NAME] has established a reputation in Edmonton for delivering comprehensive, high-quality care to clients with both behavioural and medical needs. Our program's success is supported by over seven years of experience in nursing staff placement, overseen by a Nurse Practitioner who brings a hands-on leadership approach to every level of care. [COMPANY NAME]'s active contracts with [REDACTED]



Through our consistent quality of service, strong community partnerships, and dedicated team, [COMPANY NAME] continues to provide safe, effective, and culturally responsive care to clients across Edmonton and surrounding regions.

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4.0: Project Methodology – Approach & Work Plan to Successful Completion

[COMPANY NAME] employs a robust project methodology designed to ensure the effective and successful implementation of its programs. This approach integrates two core practice models: the Client-Centred Approach and Trauma-Informed Practice. Together, these frameworks foster a respectful, inclusive environment where children, youth, adults, and their families are empowered to learn, grow, and apply new skills in meaningful ways.

Central to [COMPANY NAME]'s philosophy is the conviction that [REDACTED]

Core Principles of [COMPANY NAME]'s Client-Centred Approach:

- **Dignity and Respect:** [REDACTED]

- **Information Sharing:** [REDACTED]

- **Participation:** [REDACTED]

- **Collaboration:** [REDACTED]

Through its Client-Centred philosophy, [COMPANY NAME] demonstrates empathy in its care practices and honours the clients' rights to self-determination. Services are delivered in a holistic manner, treating clients as whole persons with inherent strengths, rather than focusing solely on their limitations. This approach values each individual's abilities and context, respecting their autonomy, acknowledging their wishes, and honouring their consent or dissent in care decisions.

Commitment to Quality and Accountability

[COMPANY NAME] is dedicated to maintaining high standards of accountability and transparency in service delivery. To reinforce this commitment, the organization adheres to rigorous reporting requirements and is accredited by the Canadian Accreditation Council of Human Services (CAC). This external accreditation reflects [COMPANY NAME]'s pledge to quality care, openness, and accountability to clients, stakeholders, and funders. All information generated through the CAC's accreditation process is available to funders upon request, underscoring [COMPANY NAME]'s dedication to upholding the highest standards in service excellence and client-centred care.

Program Goals, Outcomes, and Performance Measures

Program Goal	Desired Outcome	Performance Measures	Target
Client is Safe	[REDACTED]	[REDACTED]	[REDACTED]
Client is Healthy	[REDACTED]	[REDACTED]	[REDACTED]
Client is at Decreased Risk	[REDACTED]	[REDACTED]	[REDACTED]
Client has Increased Self-Sufficiency and Independence	[REDACTED]	[REDACTED]	[REDACTED]
Client is Connected to Persons, Culture, and Community	[REDACTED]	[REDACTED]	[REDACTED]
Client, Family, and Case Worker Feel Engaged in the Program	[REDACTED]	[REDACTED]	[REDACTED]

Reporting Information and Agency Accountability

Report Name	Due Date	Recipient	Description of Content
Nominal Rolls	[REDACTED]	[REDACTED]	[REDACTED]
Critical Incident Report	[REDACTED]	[REDACTED]	[REDACTED]
Critical Incident Report Summary	[REDACTED]	[REDACTED]	[REDACTED]
Service-Specific Reports			[REDACTED]
- Referral Review and Intervention Plan	[REDACTED]	[REDACTED]	[REDACTED]

- Assessment and Healing (Service) Plan			
- Progress Report and Service Plan Review			
Medical / Dental / Optical Reports			

Residential Care Logic Model- Level 1(MCCS TAP/SIL)

Component	Details
Goal	
Objectives	
Inputs	
Activities	
Short-Term Outputs & Outcomes (3-6 months)	
Medium- to Long-Term Outcomes	

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Residential Care Logic Model- Level 2 & 3

Component	Details
Goal	

Logic Model Structure

Program Elements	Objectives
Objectives	
Inputs	
Activities	
Short-Term Outputs & Outcomes (3-6 months)	
Medium- to Long-Term Outcomes	

Residential Care Logic Model- Level 4

Component	Details
Goal	- [REDACTED]

Logic Model Structure

Program Elements	Objectives
Objectives	[REDACTED]
Inputs	[REDACTED]
Activities	[REDACTED]
Short-Term Outputs & Outcomes (3-6 months)	[REDACTED]
Medium- to Long-Term Outcomes	[REDACTED]

Residential Care Logic Model- Level 6a & 6b

Component	Details
Goal	

Logic Model Structure

Program Elements	Objectives
Objectives	
Inputs	
Activities	
Short-Term Outputs & Outcomes (3-6 months)	
Medium- to Long-Term Outcomes	

6.0 Project Schedule & Critical Milestones

Timeline	Milestones	Description of Activities
Month 1-3		
Month 4-6		
Month 7-9		
Month 10-12		
Month 13-18		
Month 19-24		

APPENDIX A

Key Personnel Credentials:

APPENDIX B

ORGANIZATIONAL STRUCTURE

PROGRAM STRUCTURE

APPENDIX C

CERTIFICATE OF INCORPORATION

APPENDIX D

WORKER'S COMPENSATION CLEARANCE

APPENDIX E

APPLICATION FOR ACCREDITATION

APPENDIX F

RESIDENTIAL FACILITIES LICENSE

APPENDIX G

CERTIFICATE OF LIABILITY INSURANCE

APPENDIX H

Residential Care Cost:

Level of Care: **1 (or similar) See below as reference**

Budget Item:	Amount	# of Days	# of Months	Per Year	Total	Notes:
Staffing Rate Per Diem						
Other Per Diem: Specify Insurance Liability						
Respite						
Day Programming: educational activity like painting class or apprenticeship						
Recreation for Client: Specify-sporting, weekly movies/bowling.						
Education Costs: Public School fees and all related fees/supplies while in sch						
Fitness/Gym Membership						
Rent						
Utilities: Electricity						
Utilities: Water						
Utilities: Heating/Oil						
Repairs/Maintenance						
Food/grocery						
Counselling Costs						
Christmas Allowance						
Birthday Allowance						
Comfort Allowance (If Adult/Guardianship Client) TBD						
Clothing Allowance (If CFS Child/South Client)						
Mileage (kms.)						
Parking for Medical visits						
Transportation (i.e.. Bus/Subway pass):						
Admin Costs						
Unforeseen Medical Costs not covered by NHIB programs						
Unforeseen Dental Costs not covered by provincial programs						
Unforeseen Costs						

*If more space is required, please use separate paper

Level of Care: 2 (or similar) See below as reference

red by NHIB programs.

ed by provincial programs.

*If more space is required, please use separate paper

Residential Care Cost:

Level of Care: **3 (or similar) See below as reference**

Budget Item:	Amount	# of Days	# of Months	Per Year	Total	Notes:
Staffing Rate Per Diem						
Other Per Diem: Specify-Insurance Liability.						
Respite						
Day Programming: Specify						
Recreation for Client: Specify-sporting, weekly movies/bowling.						
Education Costs: public School fees and all related fees/supplies while in sch						
Fitness/Gym Membership						
Rent						
Utilities: Electricity						
Utilities: Water						
Utilities: Heating/Oil						
Repairs/Maintenance						
Food/Grocery						
Counselling Costs						
Christmas Allowance						
Birthday Allowance						
Comfort Allowance (If Adult/Guardianship Client) TBD						
Clothing Allowance (If CFS Child/South Client)						
Mileage (kms.)						
Parking for Medical Visits						
Transportation (i.e.. Bus/Subway pass):						
Admin Costs						
Unforeseen Medical Costs not covered by NHIB programs						
Unforeseen Dental Costs not covered by provincial programs						
Unforeseen Costs						

*If more space is required, please use separate paper

Residential Care Cost:

Level of Care: **4 (or similar) See below as reference**

Budget Item:	Amount	# of Days	# of Months	Per Year	Total	Notes:
Staffing Rate Per Diem						
Other Per Diem: Insurance Liability.						
Respite						
Day Programming: Specify						
Recreation for Client: Specify sports, such as weekly movies/bowling.						
Education Costs: public School fees and all related fees/supplies while in sch.						
Fitness/Gym Membership						
Rent						
Utilities: Electricity						
Utilities: Water						
Utilities: Heating/Oil						
Repairs/Maintenance						
Food/Grocery						
Counselling Costs						
Christmas Allowance						
Birthday Allowance						
Comfort Allowance (If Adult/Guardianship Client) TBD						
Clothing Allowance (If CFS Child/South Client)						
Mileage (kms.)						
Parking for Medical Visits						
Transportation (i.e., Bus/Subway pass):						
Admin Costs						
NHIB programs do not cover unforeseen medical costs.						
Unforeseen Dental Costs not covered by provincial programs.						
Unforeseen Costs						

*If more space is required, please use separate paper

Residential Care Cost:

Level of Care: **6(a) and (b) (or similar) See below as reference**

Budget Item:	Amount	# of Days	# of Months	Per Year	Total	Notes:
Staffing Rate Per Diem						
Other Per Diem: Specify-Insurance Liability						
Respite						
Day Programming: Specify						
Recreation for Client: Specify-sporting, weekly movies/bowling						
Education Costs: Public School fees and all related fees/supplies while in school						
Fitness/Gym Membership						
Rent						
Utilities: Electricity						
Utilities: Water						
Utilities: Heating/Oil						
Repairs/Maintenance						
Food/Grocery -this includes formulas/special diets.						
Counselling Costs						
Christmas Allowance						
Birthday Allowance						
Comfort Allowance (If Adult/Guardianship Client) TBD						
Clothing Allowance (If CFS Child/South Client)						
Mileage (kms.)						
Parking for Medical Visits						
Transportation (i.e., Bus/Subway pass):						
Admin Costs						
NHIB programs do not cover unforeseen medical costs.						
Unforeseen Dental Costs not covered by provincial programs.						
Unforeseen Costs						

*If more space is required, please use separate paper