

Tips to prepare for fiscal year-end

Here are some tips from a Passport Coordinator to help families prepare for the upcoming fiscal year-end (March 31).

01.



Check with your Passport Coordinator to confirm how much money is left for the year if you are unsure.

02.



Collect any receipts or invoices you have not submitted yet. You can claim past expenses if you still have money left from a previous fiscal year and your expenses are dated during that year.

03.



Make sure your receipts have all the details: vendor's name, service start (and end dates if applicable), total amount paid, and description of the purchase. PassportONE will only accept itemized receipts.

04.



If you submit claims through MyDirectPlan (MDP), check that the budget line shows what is left for this fiscal year or you might get an error when trying to submit expenses.

05.



Make sure programs, services, or other items are eligible before buying them.

06.



Submit your expenses as soon as possible. There are often delays at the end of the year because PassportONE gets many submissions at once. This can make processing take longer.

IMPORTANT REMINDER

Passport funding automatically renews for the same amount on April 1st and there is no need for a new Agreement. Passport agencies do not send out any documentation to confirm funding amount at the start of the fiscal year.



Passport Program

Funding for community participation
services and supports

Get more helpful tips at Passportfunding.ca