

Passport Accountability Framework

Purpose

Designated Agencies (DA) are the key entity for delivering the Passport program to the public. DA are responsible for the administration of the Passport Program and are accountable to the ministry for the funds they receive and the results achieved.

This framework provides DA with the opportunity to implement controllership principles in the administration of funding to approved Passport applicants to achieve accountability.

- Designated Agencies will follow generally accepted accounting principles in establishing internal business practices.
- Business practices will provide sufficient documentation for financial reconciliation and the disbursement of funds for community participation supports that reflect the intent as well as the goals of the Passport program, including the terms and conditions of the direct funding agreement.

Defining Expectations

For Directly Funded Supports

Funding provided to the individual or family/agency must relate to the individual's needs as outlined in the application form and contractual agreement.

Terms and conditions of the funding are outlined in a contractual agreement between the individual or family/agency and the DA. The Passport guidelines provide the key components to a Passport funding agreement.

The contractual agreement should include the following information:

- The amount of approved funding
- The effective dates for the approved funding
- The roles and responsibilities of the respective parties
- A general description of the outcomes that are to be achieved
- An agreement to an annual review to confirm that funds have been spent in accordance with the agreed purposes
- An agreement that directly funded services and supports must adhere to ministry Passport guidelines and reflect the intent and goals of the program.

The responsibility to conduct random audits of funding decisions and individual budgets, using accepted audit processes, is delegated by the regional office to local DA or another third party to assure compliance with current applicable provincial policies and the Passport guidelines.

For Transfer Payment Agencies

MCSS regional offices continue to use existing business practices (ie service contracts, quarterly reporting, random audits), provincial legislation and policy.

Monitoring and Reporting Requirements

DA are responsible to:

- Approve and reconcile payments to actual expenditures based on documentation submitted by individuals/families/agencies.
- Maintain financial tracking and reporting processes that meet the designated agencies accounting principles and MCSS reporting requirements.

Corrective Action

The objective of corrective action in all cases is to ensure that provincial funds are either used as specified in the contractual agreements or that unused funds are returned to the ministry.

Where there is evidence of non-compliance or where the individual, family/agency has failed to meet their contractual obligations corrective action must be initiated. Corrective action must be progressive and efforts should be made to provide supports and guidance to assist the individual, family/ agency to achieve compliance.

Examples include, but are not limited to:

- Individual/family/agency who are not using funds for which the original intent of the funding was dispersed. DA have the authority to follow-up with the individual, family/agency to seek additional information. The expectation is that the DA will provide clear direction to the individual, family/agency to inform them in using the funding appropriately.
- Families and/or individuals who are not fully expending their allocation. DA have the authority to seek additional information and to develop a plan with the family to expend their full allocation or to reduce the amount of fiscal funding.