

**PERSONS WITH DEVELOPMENTAL DISABILITIES
NORTHWEST ALBERTA COMMUNITY BOARD**

Policy & Procedure Manual	<i>Section:</i>	<i>P. & P. #</i>
<i>Written By:</i>	<i>Subject:</i>	<i>Page # 1 of 2</i>
<i>Original Issue Date:</i> <i>February 19, 2002</i>	<i>Approved Service Provider Agreement</i>	<i>Revision Date:</i> <i>January 23, 2003</i>
<p><i>Approval:</i></p> <p align="center">Chief Executive Officer _____ L.D. (Laurie) Kennedy</p>		
<p>POLICY:</p> <p>The Community Inclusion Supports - Individual Funding Program states that:</p> <p>“Three forms must be in place to finalize ongoing funding for the term of the agreement under the Individual Funding Program. This includes:</p> <ol style="list-style-type: none"> 1. An approved Individual Funding Application 2. A signed Individual Service Agreement 3. A signed Approved Service Provider Agreement.” 		
<p>INTENT:</p> <p>The Service Provider agreement establishes the relationship between Persons with Developmental Disabilities - Northwest Alberta Community Board and the Service Provider, outlining the terms and conditions of Service Providers under the Individual Funding program.</p>		
<p>PROCEDURE:</p> <ol style="list-style-type: none"> 1. Information sessions will be held as required for Service Providers with the following topics: <ul style="list-style-type: none"> ➤ Community Inclusion supports, Individual Funding Programs, Policy and Procedures manual ➤ Terms and Conditions of Service Agreement ➤ Reporting and Monitoring 		

- Process for Signing
- PDD resources available to Service Providers
- Questions and answers

2. Information sessions, signing, monitoring and tracking will be the responsibility of the PPD Contract/Program Specialists and the administrative support.
3. New Service Providers will be required to have a 'signed' Service Agreement in place before receiving on-going funding.

Vision:

*Persons with Developmental Disabilities as Leaders
and Partners in a world without barriers.*

