



Family Support Options

Working in partnership with families

FALL 2021



Canadian Mental
Health Association
Waterloo Wellington

Association canadienne
pour la santé mentale
Waterloo Wellington

Coordinator Contact Info:

Call 1-844-264-2993

Colleen Scott:

extension 7509 OR
cscott@cmhaww.ca

Julie Bergwerff:

extension 2518 OR
jbergwerff@cmhaww.ca

Lisa Romeo:

extension 2507 OR
lromeo@cmhaww.ca

Hello SSAH Families!

We hope you are all doing well and that everyone enjoyed a safe, fun-filled summer!

We have been working on re-organizing our web page on the CMHA WW website. We are hoping this will be a more user-friendly guide to our program and how it's administered through CMHA WW. We are really proud of it! Please visit <https://cmhaww.ca/programs-services/childrens-services/family-support-options/> Let us know what you think!

We wish you all the best as we approach winter.

Sincerely,

Colleen, Julie & Lisa ~ FSO Coordinators



Supporting Kids in Camp (SKIC) - We support children with physical and/or developmental needs at day camps.

Winter 2021 – We are looking at the possibility of providing support for children over the 2021 Christmas break. Check our website and join our email distribution list for updates.

Summer 2022 - Registration opens April 1, 2022, at 12:00 pm. Visit us at www.cmhaww.ca/skic

End of Fiscal Year

Our end of year is on March 31st, 2022. Families can submit their last SSAH invoices for this fiscal year up until April 7th, 2022. We ask that you continue to submit your invoices on a regular basis. This will provide a consistent pattern of use that is reflected in the monthly updates CMHA WW provides to the Ministry.

About Invoices:

- As per our previous newsletter, we made some changes when families are submitting 5 or more receipts. **For invoices with 5 receipts or more**, families will have to print or copy the receipts and attach to a completed and signed CMHA invoice, and drop off in person at your CMHA office OR fax (see invoice for office locations/fax number).

About Invoices (continued):

- Please provide a **COPY** of your receipt(s) rather than the original(s).



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- If you are submitting for an item on a receipt that has multiple purchases on it, you must mark that item on the receipt (ie: highlight, underline) to clearly show which item(s) you are seeking reimbursement for.

Copies of the paper & electronic SSAH invoices are on our web page, in the “Invoicing Information” tab.

When using the email option, please scan receipts & invoices using your cell phone to create PDF files, instead of taking pictures and emailing “jpg files”. For help on how to do this, please see the chart below.

How to scan documents on your iPhone, iPad, or iPod touch	How to scan documents on your Android Cell Phone
<ol style="list-style-type: none"> 1. Open Notes and select a note or create a new one. 2. Tap the Camera button, then tap Scan Documents. 3. Place your document in view of the camera. 4. If your device is in Auto mode, your document will automatically scan. 5. Tap Save or add additional scans to the document. 	<p>Choose an app that has scanning capabilities (eg: Google Drive or Adobe Scan)</p> <p><u>In Google Drive:</u></p> <ol style="list-style-type: none"> 1. Open the Google Drive app. 2. In the bottom right, tap Add. 3. Tap Scan. 4. Select app to capture image with. 5. Take a photo of the document you want to scan. Adjust scan area: Tap Crop. Take photo again: Tap Re-scan current page. Scan another page: Tap Add. 6. To save the finished document, tap Done <p><u>In Adobe Scan:</u></p> <ol style="list-style-type: none"> 1. Open Adobe Scan app 2. Select camera icon in the bottom left-hand corner. 3. Choose form or document from sliding menu above capture button 4. Place your document in view of the camera. 5. If your device is in Auto mode your document will automatically scan. 6. Or press the circle “capture” button to take a picture of the document 7. Change pages and capture a new document page 8. Once finished you can choose to crop/rotate/resize your scans 9. Tap “Save PDF” in the top right hand corner 10. After saving you can “share” your document through a link as an email or to a nearby device.
<p>If using your iPhone or iPad - remember the SSAH email invoice DOES NOT work well on any Apple computer or iPhone products – so you may have to fill out a paper SSAH invoice & take a scan of that as well.</p>	<p>You can then download these documents from your phone to your computer OR you can email them directly from your cell phone to the email noted below.</p>
<p>Email any scans of SSAH invoices and receipts to: ssahinvoices@cmhaww.ca</p>	