



Family Support Options

Working in partnership with families

WINTER 2023



Canadian Mental
Health Association
Waterloo Wellington

Association canadienne
pour la santé mentale
Waterloo Wellington

Coordinator Contact Info:

Call 1-844-264-2993

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Hello SSAH Families!

We hope that everyone is enjoying the winter season so far!

The end to this fiscal year is fast approaching. **Families must submit invoices for this fiscal year no later than April 11, 2023.** Any invoices received after this date cannot be processed by CMHA WW. Please ensure you have any outstanding invoices submitted before the final date in case further follow up is required.

Please reach out to your Coordinator if you have questions or need help with invoices.

Sincerely,

Colleen, Julie & Lisa ~ FSO Coordinators

****NEW for 2023 – 2024 Fiscal Year****

For this next fiscal year coming up, CMHA WW will process invoices on the 2nd and 4th Tuesday of each month.

Invoices will still be due by 8AM on those days. Any invoices that are incomplete or require follow up will be returned to families.

END OF FISCAL YEAR IS COMING!!!

Our end of year is on March 31st, 2023. **Families can submit their last SSAH invoices for this fiscal year up until April 11th, 2023.** All applicable receipts submitted must be dated on or before March 31, 2023 to be eligible for reimbursement for this fiscal year.

The remaining invoice deadlines are as follows:

- February 14th, 28th
- March 14th, 28th
- April 11th - FINAL DEADLINE FOR 2022-2023 FISCAL YEAR

****All invoices are due by 8AM on the deadline dates listed above.**

****Any invoices received after April 11, 2023 for the 2022-2023 fiscal year will not be processed by CMHA WW.**



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Important Reminders:

- Refer to our web-page at <https://cmhaww.ca/programs-services/childrens-services/family-support-options/> to find important information about our program. Save it to your “Favourites” tab if you haven’t already!
- A reminder to use our newest version of the SSAH invoice – you can find it on our web page in the “Documents & Forms” tab.
- Families are welcome to email invoices to ssahinvoices@cmhaww.ca if you have 5 or less receipts. For invoices with 5 or more receipts, please drop off your invoices in person at your local CMHA WW office (see invoice for drop off locations). Please put your paperwork in an envelope, and label it **SSAH** to ensure it gets to the right place! There are drop boxes located at our office entrances labeled SSAH for your convenience.
- If you are emailing your invoice, **please send any attachments as a PDF file** – not a jpeg or picture. If you’re unsure about how to do this please ask your Coordinator.
- As the “Temporary Exceptions” continue to remain in place, we continue to learn that some items are **not** SSAH eligible expenses. Please connect with your FSO Coordinator **BEFORE** going out to purchase any questionable items.
- **If you are a newly funded family please contact your Coordinator as soon as possible.**



Supporting Kids in Camp (SKIC) - We support children with physical and/or developmental needs at day camps. Registration for Summer 2023 will open April 1, 2023. Visit us at www.cmhaww.ca/skic

Supporting Kids in Camp is hiring Support Counsellors for the summer of 2023! A Supporting Kids in Camp Counsellor works one-on-one with campers with special needs at camps throughout Guelph and Wellington County. Counsellors must have a secondary school diploma, current first aid and cpr, a driver’s license and access to a vehicle. For more details, please contact Laura McDonald at lmcdonald@cmhaww.ca

Looking for Respite Care? Check out www.respiteservices.com, a database that allows families and respite workers to create profiles and connect with each other.

Questions? Contact Laura McDonald, Recruitment and Training Coordinator, at 1-844-264-2993 extension 7055 OR lmcdonald@cmhaww.ca



Has your contact information changed? Let your Coordinator know! This includes change of address, phone number, or email address.

Planning to move? Let us know!