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## 1. Introduction


- (a) Eligibility criteria can be found in Section 6.1(a) of the Family Services Client Travel Policy.

## 2. Benefits for Eligible Clients

- (a) DFS is a payer of last resort. Client Travel benefits are provided only to Clients who do not have access to Client Travel benefits through an employer, an insuring body, or some other program. Clients who are employed (or the dependent of an employee) and are in possession of Client Travel benefits through their employer, will be required to use their employer insurance first.
- (b) The benefits cover the following forms of transportation to and from an Approved Centre:
  - (i) Scheduled aircraft at economy airfare;
  - (ii) Charter aircraft when it is a reasonable and cost-effective alternative to scheduled travel;
  - (iii) Ground transportation outside a Client's home community; and
  - (iv) Accommodation and meals at approved commercial facilities in accordance with the rates set out in Directive 820 – 1 of the Financial Administration Manual.
- (c) Clients in Residential Care
  - (i) After 90 days, Adult Clients in residential care are eligible for one paid family visit per fiscal year, within Canada, as approved by a Director. If the Adult Client in residential care is not traveling, he or she is eligible to receive a visit from two family members or Guardians per fiscal year.

Family members or Guardians must be able to travel without a Client Escort.

Accommodations, meals, and other eligible expenses will be limited to a maximum of 7 days in accordance with the rates set out in Directive No. 820 – 1 of the Financial Administration Manual.

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- (ii) After 90 days, Child and Infant Clients in residential care are eligible for two paid family visits per fiscal year, within Canada, as approved by a Director. If the Child Client or Infant Client in residential care is not traveling, they are eligible to receive a visit from two family members or Guardians twice per fiscal year.

Family members or Guardians must be able to travel without a Client Escort.

Accommodations, meals, and other eligible expenses will be limited to a maximum of 7 days in accordance with the rates set out in Directive No. 820 – 1 of the Financial Administration Manual.

(d) Family Travel

- (i) Foster parents with children in the care of DFS, are eligible for reimbursement of one vacation trip per foster child, within Canada, per fiscal year. Reimbursement will be limited to the lowest economy return airfare.
- (ii) A letter of authorization from the Director Child and Family Services must be issued before a Child or Infant in care leaves Canada. An itinerary of the Child or Infant's travel plans must be forwarded to the Director Child and Family Services prior to the letter being written.
- (iii) Requests for birth certificates, passports or other travel documents for children in the care of DFS must be initiated at least 2 months in advance of travel commencing.

### 3. Approval

- (a) Directors determine the care a Client requires and initiates the referral to the most appropriate Approved Centre in order that the Client can receive appropriate care.
- (b) The Director Child and Family Services must give permission for children who are wards to travel outside the territory.
- (c) The Public Guardian must give permission for individuals under public guardianship to travel outside the territory.