Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: H. Ontario Works	Effective Date: July 2009
Topic: 7A. Benefits/Mandatory Benefits	Replaces: November 2004
Subject: 7A.3.Surgical Supplies & Dressings	
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POLICY

Authority **OW Act: Sec. 8 and 74(4)**
OW Directives: Dir. 7.2

Surgical supplies are items required by a person being treated at home for an injury, infection or other condition.

Surgical supplies and dressings include:

- accessories (adhesives, skin barriers)
- catheters
- colostomy, ileostomy and urinary supplies
- condoms
- diapers
- drainage bags
- incontinence and ostomy supplies
- other surgical supplies as required

PROCEDURE

1. Participant must obtain prior approval from the Case Manager by submitting verification from physician that surgical supplies are required and an estimate of the cost from the pharmacy.

2. Case Manager reviews need and documents in Social Assistance Computer System notes the request and the cost.

3. Surgical supplies to be added to monthly budget in Additional Details of Social Assistance Computer System with an expiry date of three months using the 15th of the month under "Surgical Supplies". However, this must be paid to the client.

4. If the Case Manager is to pay the supplier directly, they must complete the requisition form for **Mandatory/**Discretionary Benefits as well as indicate that a Purchase Order is required.
   a) It is on this form that the Case Manager will list the item requested, why it is needed and also note their personal recommendation.
   b) The Case Manager will also copy this information into the Social Assistance Computer System notes.

c) The Case Manager will forward the completed request for approval to the Supervisor. The supervisor will review the request and update Social Assistance Computer System notes accordingly.
d) Once approved the request will be forwarded to the Integrated Program Assistant in Espanola.

5. The Integrated Program Assistant will:
   a) Assign a P.O. number on the form and then mail it to the client.
   b) Keep a copy of the P.O. in a pending file.

6. When the original P.O. is returned from the supplier with an invoice attached, the Integrated Program Assistant will :
   1. Match up the copy in the pending file, ensuring the client has not exceeded the maximum approved.
   2. Request the benefit / payment via the payment tab in Social Assistance Computer System. The payment will be requested in the Vendor's name.
   3. Enter a notation in Social Assistance Computer System that the cheque was issued to ____ and for _____ in the amount of ______.

   4. The Supervisor will release the cheque via daily pay list reviews.

   5. When a cheque is produced, the Integrated Program Assistant will:
      a) Match the cheque with the P.O. Authorization Form ensuring it's the same amount and that the cheque is issued directly to the vendor.
      b) Once verified, mail the cheque.
      c) File the originals in a completed binder.

Where NO P.O. is requested:
If the Case Manager is to pay the participant directly, the benefit / payment will be requested by the Case Manager. Case Manager will note in Social Assistance Computer System the details of the request.