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ODSP TRANSITION DIRECTIVE 2005- 03

November 4, 2005

MEMORANDUM TO: Regional Directors
ODSP Program Managers

FROM: C. McMullin
Director, Ontario Disability Support Program

RE: O. Reg. 563/05: Regulation to Amend O. Reg. 222/98
made under the *Ontario Disability Support Program
Act, 1997* in respect to Special Diets

This transition directive advises of changes to the Ontario Disability Support Program as a result of regulation amendments relating to the Special Diet Allowance. These changes:

- Require an approved health professional to confirm that a member of the benefit unit requires a special diet(s) due to a medical condition(s) set out in the Special Diets Schedule;
- Provide Special Diet Allowances in accordance with the amounts set out in the Special Diets Schedule incorporated into a Minister's regulation;
- Establish that a Special Diet Allowance is to be paid commencing the date that an approved health professional confirms that the member of the benefit unit requires a special diet because of a medical condition set out in the Special Diets Schedule;
- Require applicants for and recipients of a Special Diet Allowance to provide the necessary information to confirm the medical condition or medical conditions that require a special diet.

Persons who were receiving a Special Diet Allowance under the previous Special Diets Schedule (prior to the regulation change) may continue to receive the amount that they were receiving until the Director requests that they reconfirm their need for a special diet and makes a decision about their continued eligibility for a Special Diet Allowance.

A copy of the amending Regulation referred to above will be available under “Regulations as Filed” at:

www.e-laws.gov.on.ca

Legislative Authority

Ontario Disability Support Program Act, 1997

Regulation to Amend Ontario Regulation 222/98 made under the *Ontario Disability Support Program Act, 1997* – O.Reg. 563/05.

Policy Intent

The intent of the Special Diet Allowance is to provide additional funding to social assistance recipients who require a special diet as a result of a medical condition (e.g. diabetes, cystic fibrosis, kidney disease). The special diet amount is provided in addition to the amount for basic needs and shelter or in addition to the amount for board and lodging.

The amount that may be issued for each special diet required due to a medical condition is set out in the Special Diets Schedule. Where a person requires more than one special diet, the allowance may not exceed \$250 per month for that member of the benefit unit.

Application of the Policy

The changes covered in this transition directive are:

Subject	ODSP Directive Reference	Effective Date
Special Diets	ODSP Policy Directive 6.4 Special Diet Allowance ODSP Policy Directive 6.5 Pregnancy Nutritional Allowance	November 4, 2005

Supports for Implementation

The ministry is providing the following supports to ODSP staff to assist with implementing the changes.

- Q's & A's
- Fact Sheet
- Job Aid
- Template Letters

The Business Procedures/Technology Implications section of this directive provides information related to the Service Delivery Model Technology (SDMT).

Organization of Information

Information about this regulatory change is organized under the following headings:

- Subject
- Legislative Authority
- ODSP Policy Directive References
- Policy Intent
- Implementation Details
- Business Procedures/Technology Implications

Additional Information

Updated directives will be issued in the near future.

Please direct questions about this Transition Directive to Chris Tudela at (416) 212-4993 or at Christina.Tudela@css.gov.on.ca.

[Original signed by C. McMullin]

C. McMullin

c: M. Campbell, Director, Social Assistance and Municipal Operations
K. Glass, Director, Ontario Works
Pauline Daling, OMSSA
Clinic Resource Office

Subject: Determining Eligibility for the Special Diet Allowance

Legislative Authority

NON-COMPLIANCE WITH INFORMATION REQUIRED ON SPECIAL DIETS

25. (1) If a person who is required to provide information under subsection (2) fails to do so, the Director shall reduce the amount of income support for the benefit unit by the amount of the budgetary requirement for a special diet because of a medical condition under paragraph 4 of subsection 30 (1) or paragraph 4 of subsection 33 (1), as the case may be.

(2) The Director may require that a member of a benefit unit who is receiving or is applying to receive an amount for a special diet under paragraph 4 of subsection 30 (1) or paragraph 4 of subsection 33 (1) provide information respecting his or her requirement for a special diet because of a medical condition.

30. (1) ...

4. For the month in which an approved health professional confirms that a member of the benefit unit requires one or more special diets because of a medical condition set out in the Schedule to Ontario Regulation 562/05 made under the Act and specifies the medical condition and for each month in the succeeding months up to and including the month in which the Director requires re-confirmation of the requirement for a special diet, an amount that is the lesser of, for each member of the benefit unit,
 - i. the sum of the amounts determined by the Director in accordance with the Schedule to Ontario Regulation 562/05 made under the Act, and
 - ii. \$250.

33. (1) ...

4. For the month in which an approved health professional confirms that a member of the benefit unit requires one or more special diets because of a medical condition set out in the Schedule to Ontario Regulation 562/05 made under the Act and specifies the medical condition and for each month in the succeeding months up to and including the month in which the Director requires re-confirmation of the requirement for a special diet, an amount that is the lesser of, for each member of the benefit unit,
 - i. the sum of the amounts determined by the Director in accordance with the Schedule to Ontario Regulation 562/05 made under the Act, and
 - ii. \$250.

ODSP Policy Directive References

ODSP Policy Directive 6.4 Special Diet Allowance
ODSP Policy Directive 6.5 Pregnancy Nutritional Allowance

Policy Intent

Social assistance recipients who have a medical condition that requires a special diet may be provided with an amount for that diet in accordance with the Special Diets Schedule.

Implementation Details

This section of the transition directive applies to new applications for a Special Diet Allowance on or after November 4, 2005 as well as renewals of Special Diet Allowances that were approved prior to November 4, 2005.

For cases in receipt of a Special Diet Allowance on or before November 3, 2005, please see the “Reviewing Eligibility for the Special Diet Allowance for Existing Cases” section of this Transition Directive for details.

Effective November 4, 2005, all new requests for the Special Diet Allowance will be subject to the following regulatory and policy provisions.

Recipients and dependants who have a medical condition that requires a special diet may be eligible for a Special Diet Allowance as part of budgetary requirements.

A recipient is eligible to receive the Special Diet Allowance commencing on the first day of the month in which an approved health professional confirms that a member of the benefit unit requires a special diet because of a medical condition set out in the Special Diets Schedule (For details, see Subject “Special Diets Schedule” of this Transition Directive).

Recipients who are eligible for the Pregnancy Nutritional Allowance are eligible to receive the allowance for an additional 12 months after the pregnancy ends as a breast-feeding allowance.

The following health professionals have been approved by the Director of the Ontario Disability Support Program as health professionals who may confirm that a recipient requires a special diet:

- Physicians;
- Registered Nurses in the Extended Class – RN(EC);
- Registered Dietitians;
- Registered Midwives; and
- Traditional Aboriginal Midwives recognized and accredited by her or his Aboriginal community.

A Registered Midwife and a Traditional Aboriginal Midwife recognized and accredited by her or his Aboriginal community, may only confirm that a special diet is required for the following specific medical conditions:

- Inadequate lactation to sustain breast-feeding; and
- Breast-feeding is contraindicated.

A Registered Midwife and a Traditional Aboriginal Midwife recognized and accredited by her or his Aboriginal community may also confirm the need for the Pregnancy Nutritional Allowance.

The amount payable for a special diet is the amount set out in the Special Diets Schedule. The amount payable for a Special Diet Allowance may not exceed \$250 per month for a member of the benefit unit.

All recipients requiring a Special Diet Allowance due to a medical condition must be provided with the new Application for a Special Diet Allowance/Pregnancy Nutritional Allowance (Form 3059 - English; Form 3060 - French) to be completed by an approved health professional. Please refer to "Subject: Application for Special Diet/Pregnancy Nutritional Allowance" of this Transition Directive for details relating to the completion of the form.

Upon receipt of the Form (3059/3060), staff will determine if the recipient is eligible for a Special Diet Allowance in accordance with the new Special Diets Schedule issued November 4, 2005.

An amount for a Special Diet Allowance is to be paid commencing the month that an approved health professional confirms that the recipient requires a special diet because of a medical condition.

An amount for the Pregnancy Nutritional Allowance is to be paid commencing the month that an approved health professional confirms the pregnancy up to and including the month the pregnancy ends and for an additional 12 months after the pregnancy ends as a breast-feeding allowance.

Approved health professionals are required to sign and date the Application for Special Diet Allowance. The date the approved health professional signs the form must be the date on which he or she filled the form out. Back-dating of the form is not permitted. Therefore, the date of the signature cannot be a date earlier than the date of the issuance of the form to the recipient.

The need for a Special Diet Allowance will be confirmed as part of the Consolidated Verification Process (CVP) review or 90 days prior to the date the special diet allowance expires if the expiry date precedes the CVP review.

If an approved health professional indicates that the diet is needed for less than one year (e.g., 6 months), the review of the special diet should take place prior to the end date indicated by the approved health professional.

If at any time the approved health professional indicates that the special diet(s) is no longer required, the Special Diet Allowance must be removed from budgetary requirements.

The Director may request that a member of the benefit unit who is receiving a Special Diet Allowance provide re-confirmation from an approved health professional (i.e., a completed Special Diet Allowance/Pregnancy Nutritional Allowance (Form 3059/3060)) of the need for a special diet as a result of a medical condition. The reconfirmation request should be issued 90 days prior to the expiry date for the Special Diet Allowance to give the recipient sufficient time to have the form completed by an approved health professional.

The recipient will continue to be eligible for the Special Diet Allowance until a decision is made regarding on-going eligibility for a Special Diet Allowance.

If the recipient fails to provide the required confirmation of eligibility for a Special Diet Allowance, the Director may reduce the budgetary requirements by the amount specified for the special diet.

The Form 3059/3060 is effective November 4, 2005. Staff must not issue Form 2919 on or after this date. However, the Director must accept a completed Form 2919 up to November 30, 2005, if it was signed by the approved health professional on or before November 18, 2005. Any copies of Form 2919 received on or after December 1, 2005 will not be accepted.

The following chart details possible scenarios and provides staff with direction regarding how to apply the special diet allowance rules:

	Form Signed	Form Brought in to Local Office	Rule
1	2919 signed on or before November 3	2919 brought in on or before November 30	Old rules apply including the old Special Diets Schedule
2	2919 signed on or before November 18, 2005	2919 brought in between November 4-30 (includes Nov 4 & 30)	Old rules apply with an effective date of November 1, 2005*
3	3059 signed after November 4	3059 brought in after November 4	New rules apply including the Special Diets Schedule issued on November 4, 2005
4	2919 signed anytime	2919 brought in on or after December 1	Application not accepted New form (3059) issued

*Applying an effective date of November 1, 2005 will subject these cases to the 90 day review (i.e., transition rule) under the new regulation. Please see "Subject: Reviewing Eligibility for the Special Diet Allowance for Existing Cases" for details regarding the 90 day review.

Note: If form 2919 is signed anytime after November 18, 2005, the application is not accepted and the new form 3059 must be issued.

Business Procedures/Technology Implications

Updated business procedures, including information relating to the SDMT will be issued with the ad hoc reports.

Subject: Reviewing Eligibility for the Special Diet Allowance for Existing Cases

Legislative Authority

30. (1) ...

4. For the month in which an approved health professional confirms that a member of the benefit unit requires one or more special diets because of a medical condition set out in the Schedule to Ontario Regulation 562/05 made under the Act and specifies the medical condition and for each month in the succeeding months up to and including the month in which the Director requires re-confirmation of the requirement for a special diet, an amount that is the lesser of, for each member of the benefit unit,
 - i. the sum of the amounts determined by the Director in accordance with the Schedule to Ontario Regulation 562/05 made under the Act, and
 - ii. \$250.

(5) If a member of a benefit unit is receiving an amount for a special diet on November 3, 2005, the following rules apply:

1. The Director shall request that the member of the benefit unit who is receiving an amount for a special diet provide information within 90 days, unless an extension is granted by the Director, that confirms that he or she has a medical condition that meets the requirements for a special diet under paragraph 4 of subsection (1).
2. The member of the benefit unit who is receiving an amount for a special diet shall continue to receive the amount for a special diet that he or she received on November 3, 2005 until the Director receives the information requested under paragraph 1 and determines whether the recipient meets the requirements for a special diet under paragraph 4 of subsection (1).
3. If the member of the benefit unit who is receiving an amount for a special diet fails to provide the information requested under paragraph 1 within 90 days, unless an extension is granted by the Director, the Director shall reduce the amount of income assistance for the benefit unit by the amount of the budgetary requirement for a special diet.

33. (1)

4. For the month in which an approved health professional confirms that a member of the benefit unit requires one or more special diets because of a medical condition set out in the Schedule to Ontario Regulation 562/05 made under the Act and specifies the medical condition and for each month in the succeeding months up to and including the month in which the Director requires re-confirmation of the requirement for a special diet, an amount that is the lesser of, for each member of the benefit unit,
 - i. the sum of the amounts determined by the Director in accordance with the Schedule to Ontario Regulation 562/05 made under the Act, and
 - ii. \$250.

(4) If a member of a benefit unit is receiving an amount for a special diet on November 3, 2005, the following rules apply:

1. The Director shall request that the member of the benefit unit who is receiving an amount for a special diet provide information within 90 days, unless an extension is granted by the Director, that confirms that he or she has a medical condition that meets the requirements for a special diet under paragraph 4 of subsection (1).
2. The member of the benefit unit who is receiving an amount for a special diet shall continue to receive the amount for a special diet that he or she received on November 3, 2005 until the Director receives the information requested under paragraph 1 and determines whether the recipient meets the requirements for a special diet under paragraph 4 of subsection (1).
3. If the member of the benefit unit who is receiving an amount for a special diet fails to provide the information requested under paragraph 1 within 90 days, unless an extension is granted by the Director, the Director shall reduce the amount of income assistance for the benefit unit by the amount of the budgetary requirement for a special diet.

ODSP Policy Directive References

ODSP Policy Directive 6.4 Special Diet Allowance
ODSP Policy Directive 6.5 Pregnancy Nutritional Allowance

Policy Intent

As of November 4, 2004, under the amended regulation, all current recipients of the Special Diet Allowance (i.e., those in receipt of the Special Diet Allowance on or before November 3, 2005) must re-confirm their eligibility under the amended regulation.

Implementation Details

All cases in receipt of a Special Diet Allowance on or before November 3, 2005 are to be reviewed. Current recipients of the Special Diet Allowance will be required to confirm their eligibility for the special diet by having an approved health professional complete Form 3059/3060. The exception to this will be persons who are only receiving the breast-feeding special diet.

Recipients who meet the requirements under the amended regulation will receive a Special Diet Allowance according to the amount specified in the new Special Diets Schedule. Recipients who do not meet the requirements will not be eligible for a Special Diet Allowance.

To confirm their eligibility for the Special Diet Allowance, all members of benefit units who are currently receiving a Special Diet Allowance are required to

complete and submit the new Application for Special Diet Allowance/Pregnancy Nutritional Allowance (Form 3059/3060).

The new application form will be sent to current recipients with a request to have it completed by an approved health professional. Staff will complete the recipient information section and the date the form was issued prior to issuing the form.

This application form must be returned to the local office within 90 calendar days of the request being made (details regarding the issuance of forms will be included with the ad hoc reports).

If there are exceptional circumstances that prevent the recipient from providing the information, the Director may extend the timeframe based on the specific circumstances.

The amount of the Special Diet Allowance will not change during the 90 calendar day period or the extension period unless the revised form is returned to the local office during the 90 day period or the extension.

If the recipient fails to provide the information, the Director will reduce budgetary requirements for the benefit unit by the amount of the special diet effective the following month.

No overpayment is to be created where a recipient no longer meets the new eligibility criteria for a special diet or where the amount of the special diet is reduced.

An amount for a Special Diet Allowance that is being reviewed is to be paid commencing the month after the Director makes a decision that the recipient continues to require a special diet under the new Schedule. Note, no overpayments or arrears can be created.

Review of Ongoing Cases

To assist with this review, the ministry will provide ODSP Program Managers with an ad hoc report during the week of November 15, 2005 that details cases in receipt of the Special Diet Allowance.

Ad hoc reports will be provided on a periodic basis until all cases have been reviewed.

The ministry will also provide detailed instructions regarding the review as part of the ad hoc reports.

A job aid and template letters are included with this Transition Directive to facilitate the review.

Business Procedures/Technology Implications

Updated business procedures, including information relating to the SDMT will be issued with the ad hoc reports.

Subject: Special Diets Schedule

Legislative Authority

1. For the purpose of interpreting and applying paragraph 4 of subsection 30 (1) and paragraph 4 of subsection 33 (1) of Ontario Regulation 222/98 (General) made under the Act, the policy of the Ministry is to recognize the medical conditions set out in Column A of Schedule 1 as medical conditions that require a special diet and the amounts set out in Column B of Schedule 1 as the amounts that shall be included in the budgetary requirements of the recipient, up to a total of \$250 per month for a member of the benefit unit.

SCHEDULE 1 SPECIAL DIETS

COLUMN A	COLUMN B
MEDICAL CONDITION that requires a Special Diet	Monthly Amount for Special Diet Unless Otherwise Specified
Amyotrophic Lateral Sclerosis	\$10
Cardiovascular Disease	\$10
Celiac Disease	
Less than 2 years of age	\$58
2-10 years of age	\$115
11-18 years of age	\$147
19 years of age or older	\$131
Chronic Constipation	\$10
Chronic wounds requiring protein	\$10
Congenital Abnormalities of the Metabolic Type – Adults	\$10
Congenital Abnormalities of the Metabolic Type – Infants & Children	\$10
Congestive Heart Failure	\$44
Crohn's Disease/Ulcerative Colitis	
weight loss \leq 2% of usual body weight	\$75
weight loss $>$ 2% and \leq 5% of usual body weight	\$150
weight loss $>$ 5% and \leq 10% of usual body weight	\$180
weight loss $>$ 10% of usual body weight	\$240
Cystic Fibrosis	
weight loss \leq 2% of usual body weight	\$75
weight loss $>$ 2% of usual body weight	\$150
Diabetes	\$42
Diverticulum / Diverticulitis	\$10
Dysphagia/Swallowing or Mastication Difficulties	\$25 AND \$75 one-time amount for the cost of a blender, if funding for a blender has not been

COLUMN A	COLUMN B
MEDICAL CONDITION that requires a Special Diet	Monthly Amount for Special Diet Unless Otherwise Specified
	previously provided
Extreme Obesity: Class III BMI > 40	\$20
Food Allergy – Eggs	\$10
Food Allergy - Milk/Dairy or Lactose Intolerance	
Less than 2 years of age	\$95
2-10 years of age	\$97
11-18 years of age	\$55
19 years of age or older	\$35
Food Allergy – Soya	\$83
Food Allergy – Wheat	
Less than 2 years of age	\$38
2-10 years of age	\$77
11-18 years of age	\$98
19 years of age or older	\$57
Gestational Diabetes [Diet is available during pregnancy and for 3 months post partum]	\$44
Gout	\$32
Hepatic Disorders	\$10
HIV/AIDS	
weight loss ≤ 2% of usual body weight	\$75
weight loss > 2% and ≤ 5% of usual body weight	\$150
weight loss > 5% and ≤ 10% of usual body weight	\$180
weight loss > 10% of usual body weight	\$240
Hyperlipidemia	\$10
Hypertension	\$10
Hypertension <u>and</u> Congestive Heart Failure <u>and</u> Grade 1 to 2 left ventricular function	\$44
Hypercholesterolemia	\$22
Inadequate lactation to sustain breast-feeding or breast-feeding is contraindicated during the first 12 months of infant's life	
lactose tolerant	\$75
lactose intolerant	\$83
<i>A Special Diet Allowance will be paid during the first 12 months of an infant's life, if formula is necessary due to inadequate quantity of breast milk or if breastfeeding is contraindicated [e.g. infant is unable to tolerate breast milk; mother's milk is contaminated due to other conditions or medical treatments such as HIV/AIDS, chemotherapy; infant has galactosemia].</i>	
Liver Failure	\$10
Macrocytic Anaemia	\$10
Malabsorption	\$20

COLUMN A	COLUMN B
MEDICAL CONDITION that requires a Special Diet	Monthly Amount for Special Diet Unless Otherwise Specified
Malignancy	
weight loss ≤ 2% of usual body weight	\$75
weight loss > 2% and ≤ 5% of usual body weight	\$150
weight loss > 5% and ≤ 10% of usual body weight	\$180
weight loss > 10% of usual body weight	\$240
Marasmus or Kwashiorkor or Anorexia	
weight loss ≤ 2% of usual body weight	\$75
weight loss > 2% of usual body weight	\$150
Microcytic Anaemia	\$30
Osteoporosis/ Osteomalacia/ Osteopenia	\$10
Ostomies [e.g., jejunostomy, ileostomy]	
weight loss ≤ 2% of usual body weight	\$75
weight loss > 2% and ≤ 5% of usual body weight	\$150
weight loss > 5% and ≤ 10% of usual body weight	\$180
weight loss > 10% of usual body weight	\$240
Pancreatic Insufficiency	
weight loss ≤ 2% of usual body weight	\$75
weight loss > 2% and ≤ 5% of usual body weight	\$150
weight loss > 5% and ≤ 10% of usual body weight	\$180
weight loss > 10% of usual body weight	\$240
Post-gastric surgery	\$10
Prediabetes: Impaired Glucose Tolerance (IGT) or Impaired Fasting Glucose (IFG)	\$42
Renal Failure- Dialysis	\$44
Renal Failure- Pre-Dialysis	\$44
Short Bowel Syndrome	
weight loss ≤ 2% of usual body weight	\$75
weight loss > 2% and ≤ 5% of usual body weight	\$150
weight loss > 5% and ≤ 10% of usual body weight	\$180
weight loss > 10% of usual body weight	\$240

ODSP Policy Directive References

ODSP Policy Directive 6.4 Special Diet Allowance

ODSP Policy Directive 6.5 Pregnancy Nutritional Allowance

Policy Intent

The revised Special Diets Schedule is to be used when determining the amounts payable for a special diet resulting from a medical condition.

Implementation Details

Effective November 4, 2005 the revised Special Diets Schedule replaces the existing special diets schedule.

The revised Special Diets Schedule sets out the medical conditions that require a special diet allowance and the amounts to be paid.

If a recipient has more than one medical condition set out in the Special Diets Schedule, the total amount of the Special Diet Allowance cannot exceed \$250 per month per member of the benefit unit.

Business Procedures/Technology Implications

Updated business procedures, including information relating to the SDMT will be issued with the ad hoc reports.

**Subject: Application for Special Diet /Pregnancy Nutritional Allowance
(Form 3059 - English; Form 3060 - French)**

Legislative Authority

There are no regulation amendments associated with this change.

ODSP Policy Directive References

ODSP Policy Directive 6.4 Special Diet Allowance
ODSP Policy Directive 6.5 Pregnancy Nutritional Allowance

Policy Intent

The revised Application for Special Diet Allowance/Pregnancy Nutritional Allowance (Form 3059/3060) is to be used when determining the amounts payable for a special diet resulting from a medical condition as well when approving the Pregnancy Nutritional Allowance.

Implementation Details

Effective November 4, 2005, the revised Application for Special Diet Allowance/Pregnancy Nutritional Allowance is to be used to confirm eligibility for the Special Diet Allowance and to approve eligibility for the Pregnancy Nutritional Allowance.

The Special Diet Application/Pregnancy Nutritional Allowance Form should not be issued to anyone other than ODSP recipients requesting a Special Diet Allowance or a Pregnancy Nutritional Allowance.

The following changes were made with respect to the application form:

- The form has been renamed “Application for Special Diet Allowance/Pregnancy Nutritional Allowance” and is formatted to distinguish that the Pregnancy Nutritional Allowance and the Special Diet Allowance are two different allowances;
- ODSP staff are now required to include the date the application was issued in the top right hand corner;
- Section 1: ODSP staff are now required to complete Section 1 “Applicant Information” on the application form prior to issuing the form;
- Section 2: Traditional Aboriginal Midwives were added to the list of approved health professionals who may complete the application form.

- A declaration, to be completed by the approved health professional confirming that the recipient requires the special diet(s) indicated as a result of a medical condition(s) and/or the Pregnancy Nutritional Allowance indicated, was added.
- Section 3: Medical conditions are listed. The approved health professional must indicate the medical condition and the length of time the recipient will require the special diet.
- Section 4: A specific section dedicated to Pregnancy Nutritional Allowance has been added. The approved health professional must indicate the date the pregnancy was confirmed and the estimated date of delivery. An amount for the Pregnancy Nutritional Allowance is provided starting the month the pregnancy is confirmed up to and including the month the pregnancy ends and for an additional 12 months after the date of delivery as a breast-feeding allowance.

Approved health professionals are required to sign and date the Application for Special Diet Allowance. The date the approved health professional signs the form must be the date on which he or she filled the form out. Back-dating of the form is not permitted. Therefore, the date of the signature cannot be a date earlier than the date of the issuance of the form to the recipient.

Staff are to adhere to the following when issuing the Application for Special Diet Allowance/Pregnancy Nutritional Allowance:

- Only the ministry-approved form must be used (i.e., the Special Diet Allowance/Pregnancy Nutritional Allowance Form 3059/3060);
- Only original versions of forms must be used. Altered versions of the ministry approved form must not be used. Faxed versions or versions containing white-out must not be accepted or issued.
- When determining eligibility for the allowance, the original ministry approved form must be the only version accepted.

Business Procedures/Technology Implications

Updated business procedures, including information relating to the SDMT will be issued with the ad hoc reports.