

## Appointing a Designate

When you apply to the Home & Vehicle Modification Program (HVMP) for funding, there is much to consider. March of Dimes recognizes that not all Applicants can meet the requirements of the application process as well as manage a modification to completion. If you are unable to take charge of these responsibilities, you will need to appoint a designate.

Before choosing a designate, you should consider all the responsibilities that come with the role. You will authorize your appointed designate to take the lead on all tasks related to the application. If the proposed modification is approved, the designate will oversee the entire modification process.

Reasons to appoint a designate:

- You are a minor
- Possible language barrier (e.g. English or French is not your first language)
- Your state of health prohibits you from handling the responsibilities of applying for and managing a modification
- Cognitive, physical or other issues make the application process too complicated

Appoint someone you trust. He / she must be capable of completing the application and overseeing the modification. Your designate may be a family member or friend, caregiver, Occupational Therapist, Doctor, etc. Avoid conflicts of interest; any party who benefits financially from the outcome of the application cannot be appointed as designate (e.g. the contractor).

The designate is responsible for all contact with program staff, including written, verbal, and electronic communication.

He / she must be prepared to:

- Discuss all aspects of the application and gather information or data as required
- Make decisions for you
- Discuss your finances as they relate to the application process and Program objectives
- Work with other professionals who may be involved in the progress of the file (e.g Social Worker, Occupational Therapist, contractor(s), etc.)
- Make submissions within set timelines
- Keep you informed of the file's progress

The designate must be completely aware of your:

- Disability, diagnosis and prognosis
- Family dynamic and living situation
- Functional limitations and restrictions
- Current level of mobility
- Modification needs and requests

