

D.9: Individualized supervisory care funding

Unit: Disability Services	Effective date: January 2, 2023
Branch: Social Supports	Last updated: June 1, 2026
Policy number: D.9	Review date: June, 2029

Purpose

This policy describes the eligibility criteria, scope and administration of individualized supervisory care funding.

Policy

1. Caregivers of eligible clients may receive individualized supervisory care funding to access short-term help to offset loss of income while searching for an in-home care provider.
2. To apply for individualized supervisory care funding, the eligibility criteria for in home care funding must be met.
 - For information about in-home care funding eligibility, view policy D.8.
3. Individualized supervisory care funding is available to eligible Disability Service clients of all ages.

Eligibility criteria for individualized supervisory care funding

4. Caregivers applying for individualized supervisory care funding must show that they could not hire an in-home care provider to meet the client's supervisory care needs for one or more of the following reasons.
 - Client's complex care needs.
 - Client's specialized communication needs.
 - An extraordinary reason approved by the Director.
5. Caregivers must demonstrate that the supervisory care they provide to the client has contributed to them losing income.
 - Caregiver must provide evidence of this loss.
6. Where there is another caregiver residing in the client's home, who is not engaged in income earning activities, the caregiver must explain how health-related limitations prevent the other caregiver from providing the care to the client.
7. Caregivers are ineligible to receive individualized supervisory care funding if they are eligible for:
 - retirement funding such as public pension plans, workplace or personal retirement saving plans; or

D.9: Individualized supervisory care funding

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- other financial provisions to offset loss of income including but not limited to:
 - employment benefit such as special or personal leave to cover for time away; or
 - any other financial support to provide care to the client such as the Family Caregiver Benefit.

Scope and administration of individualized supervisory care funding

8. Disability Services will not provide individualized supervisory care funding for longer than 12 months.
 - The Director has the discretion to approve individualized supervisory care funding beyond 12 months in exceptional circumstances.
9. The social worker (worker) must reassess individualized supervisory care funding eligibility six months after the start of the funding agreement.
10. Disability Services applies a single, standardized weekly rate for individualized supervisory care funding.
11. The worker must administer individualized supervisory care funding quarterly as per the advance payment agreement.
12. The worker must recover overpayments of individualized supervisory care funding.
 - The number of weeks used to calculate the repayment amount is determined starting from the first week after the change in circumstance that resulted in ineligibility for individualized supervisory care funding.
13. The worker must discuss with the caregiver receiving individualized supervisory care funding:
 - the risks associated with providing individualized supervisory care to the client; and
 - available resources on the provision of care which promotes the client's educational, social, and developmental needs and caregiver well-being.

School-age clients – coordination with the Department of Education

14. Requests for individualized supervisory care funding for school-age clients when the client cannot attend school, must be coordinated with the Department of Education.

D.9: Individualized supervisory care funding

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- The supervisor is responsible for coordinating the information exchange with the Department of Education Student Support Services Branch.
 - The worker must review the information provided by the Department of Education when assessing or reassessing eligibility for individualized supervisory care funding.
15. Individualized supervisory care funding will not be provided if the Department of Education can provide a full-time educational program in a classroom setting, appropriate to the client's needs.
- Caregiver providing home education can only receive individualized supervisory care funding if the Department of Education confirmed that no full-time educational program in a classroom setting can be provided to the client.

Urgent initial provision of individualized supervisory care funding

16. The manager has the discretion to approve the immediate provision of individualized supervisory care funding for three months, prior to an eligibility assessment for individualized supervisory care funding.
17. The worker must inform the caregiver that they must provide all attestations and supporting documents for assessment, no later than six weeks after urgent individualized supervisory care funding was initially provided to be assessed for further provision for individualized supervisory care funding.

Definitions

Caregiver: A person or persons who are the primary unpaid (not receiving payment from other programs for providing care to the client) caretakers of the client. They may or may not have legal guardianship over the client.

Client: An individual with a disability receiving services from Disability Services.

Home education program: A legally recognized option under the Education Act, commonly referred to as homeschooling, that allows parents to educate children at home.

Individualized education plan: A written plan for students who need extra support with learning at school. It is looked after by a school-based case manager, such as a Learning Assistance Teacher and encourages students to demonstrate their learning in different ways.

D.9: Individualized supervisory care funding

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In-home care provider: A person who is contracted by a caregiver to provide supervisory care for a client requiring continual and ongoing supervision above the level that is age-typical. An in-home care provider carries out in-home care tasks at the client's home during regular working hours.

Level of service: A three-level rating system called profile of need used by Disability Services to note the client's intensity of care needs. This system provides the basis for determining funding amounts for services. Level of service three is the highest most acute level, demonstrating that the client has significant care needs.

Preschool age: Aged three years of age or older, other than a child who is registered in kindergarten or is required under the *Education Act* to attend school.

Regular school hours: The *Education Act* prescribes five to five and a half hours of daily instructional time. Although specific bell schedules vary by school, the daily time period for this instruction time is typically scheduled between 8 am and 3:30 pm, Monday through Friday, excluding statutory holidays, professional development days, and school breaks.

School-age: An age during which a person is entitled to receive an educational program, from 5 years and 8 months on September 1 in a year to 21 years of age as defined in the *Education Act*.

Week: A seven-day period (Sunday to Saturday).

Authorities

- [Education Act \(Yukon\)](#)
- [Financial Administration Act \(Yukon\)](#)
- [Health Act \(Yukon\)](#)
- [Health Information Privacy And Management Act \(Yukon\)](#)
- [Income Tax Act \(Canada\)](#)

Related policies and other documents

- D.8. In-home care funding
- [Financial Administration Manual](#)
- [Policy IM-006: Disclosure of Personal Health Information](#)

D.9: Individualized supervisory care funding procedure

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