

## DIRECT SUPPORT PROVIDER ACKNOWLEDGEMENT OF INFORMATION

In signing this Direct Support Provider Acknowledgement I, \_\_\_\_\_  
confirm that I have been informed of the following:

1. Direct Support Providers are not employees of the Children's Community Network and work directly for the parent(s)/guardian(s) of the individual(s) they are contracted to provide respite support to. They are not authorized to present themselves as an employee of the Children's Community Network in interactions with families, nor on a resume, social media platform, classified ad, etc.
2. Direct Support Providers are advised to make clear arrangements and expectations with the families they provide service to for payment for their services. The Children's Community Network provides payment to families on a bi-weekly basis based on invoices submitted. If payments are outstanding to Direct Support Providers, further hours should not be worked.
3. If a Direct Support Provider agrees to administer any medication for a child which he/she is supporting, the provider should sign an agreement with the parent/guardian indicating the type of medication, dosage, and frequency for liability purposes.
4. If a Direct Support Provider transports a child in their own vehicle they are strongly advised to speak to their insurance provider to ensure they have suitable coverage in their policy.
5. If the Support Provider Database is notified of any action made by a Direct Support Provider that is deemed unprofessional, the provider can be removed from the database.
6. If you agree to attend the Direct Support Provider orientation session and can no longer attend on the scheduled date, you must inform the Respite Resource Coordinator by phone or email.

DATE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF WITNESS



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respiteservices.com respects your privacy. We protect your personal information and adhere to all legislative requirements. We do not rent, sell or trade our mailing lists. The information you provide to us will be used to connect you to suitable families, keep you informed about our activities and other respite programs/services, and to send updated forms as needed. If at any time you wish to stop receiving this information, simply contact us at: 1-877-272-4336 or via e-mail at [sudburymanitoulin@respiteservices.com](mailto:sudburymanitoulin@respiteservices.com).

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