

**FAMILY SERVICES AND CONSUMER AFFAIRS CIRCULAR**

**Date:** September 29, 2010

**CIRCULAR NUMBER: EIA 2010-40**

**Alternate Program(s):**

Supported Living  
Vocational Rehabilitation  
Children's Special Services

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**To:** Community Social Service Supervisors/Program Managers

**Subject: Changes to the provision of customized seating for wheelchairs**

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**Type:**  Policy Replaces #2006 - 61

Procedure

Rate

Information Only

**Effective Date:** Immediately

In order to reduce workload and streamline processes, field staff are no longer required to review requests for customized seating for wheelchairs.

Occupational/physical therapists are now able to approve up to \$3,000.00 for customized seating without seeking three estimates from vendors. Occupational/physical therapists will forward invoices for purchases up to \$3,000.00 to EIA Case Coordinators/Counselors for payment. The therapist's assessment must accompany the invoice.

Occupational/physical therapists will forward requests for items over \$3,000.00 to the Manitoba Wheelchair Program (MWP). MWP staff will liaise with the Program Specialists to consult on these requests. If approved, the Program Specialist will forward the approval and invoice to the EIA Case Coordinator/Counselor for payment.

Staff are reminded that **all** requests for base wheelchairs for EIA participants are to be provided through the MWP. Purchasing wheelchairs through private vendors is not permitted unless authorized by a Program Specialist. The EIA program works in collaboration with the MWP to ensure consistency in the provision of wheelchairs for all eligible Manitobans.