

# Reconciliation Report: Guide to Filling Out

*(Only for people who receive more than \$500/month)*

Blank copies of this form will be available at: [www.nshealth.ca/continuing-care](http://www.nshealth.ca/continuing-care), under Client Forms.



## Home Support Direct Funding Reconciliation Report

This Reconciliation Report is being submitted under the Agreement between the SLTC and:

Your name goes here

Care Recipient

If there is a Care Manager, their name goes here.

Care Manager (if designated)

If there is a SDM, their name goes here

Substitute Decision Maker (if applicable)

For the Period: Start date for the service period, or "quarter" to End date for the service period, or "quarter"

**NOTE: This Report must be submitted quarterly as per the schedule below:**

- Before July 15 for all costs from April 1 to June 30
- Before October 15 for all costs from July 1 to September 30
- Before January 15 for all costs from October 1 to December 31
- Before April 15 for all costs from January 1 to March 31
- And within 15 days of your funding ending

These are the service periods, or "quarters" and this is the schedule when this form (and your receipts/receipt forms) must be sent in.

A detailed accounting of all expenses supported by copies of the receipts must be included with this Report.

Total funding received this period	<b>Add</b>	Total funds you received this quarter (A):	\$ 3,000.00	(A)
Total funding spent for Support Services (attach supporting documents)	<b>Subtract</b>	Total funds spent on approved services this quarter (B):	\$ 2,900.00	(B)
Unspent Funds (A - B)	<b>Equals</b>	Calculate to see if there are unspent funds owing ( C):	\$ 100	(C)

Attach a cheque or money order, made payable to the **MINISTER OF FINANCE, PROVINCE OF NOVA SCOTIA**, for any unused funds or funds not spent on authorized Support Services.

Return this Financial Reconciliation Report along with all supporting documentation (including cheque/money order) to the address listed below:

Nova Scotia Health, Home First/IADL Clerk, Continuing Care,  
404 Charlotte St. Suite 200 (2nd floor), Sydney, NS B1P 1E2  
HomeFirstIADLClerk@nshealth.ca

Return unspent funds via cheque or money order, payable to Minister of Finance, Province of Nova Scotia.