

Dear Applicants, Parents, and Guardians,

Thank you for your interest in the Robin Hood Association (RHA). For over 60 years, RHA has been supporting children and adults in Strathcona County and the City of Fort Saskatchewan, helping them live, work, and thrive in their community. Our intake process is collaborative, inviting individuals and families/guardians to share their goals and support needs to ensure we provide the best service possible.

Step 1: Secure Funding

To begin, individuals must secure funding through [Persons with Developmental Disabilities \(PDD\)](#) under the Ministry of Seniors, Community, and Social Services. Successful applicants will be assigned a **PDD Caseworker**, who will help you determine whether to apply for Family Managed Services (FMS) funding or agency-contracted services.

PDD Contact Information: 780-427-4354

Step 2: Funding Confirmation

- **For Family Managed Services (FMS):**
 - Contact **Samantha Hamel**, Manager of Family Support/Children Services (CYCC), if currently receiving RHA Children & Youth Services.
 - Contact **Linda Staszko**, Manager of Service Outcomes & Mastery (Broadway Blvd), if new to RHA or if you haven't received RHA Children & Youth Services for 5 years or more.
- For Contracted Services: The PDD Caseworker will request pre-approval for services on your behalf.

Step 3: Request for Services

The **PDD Caseworker** will place a request for service on the Individual Profile Registry.

Step 4: Expression of Interest (EOI)

RHA will submit an **Expression of Interest (EOI)** for individuals we are interested in exploring services with.

Step 5: Review of EOIs

The **PDD Caseworker** will review any EOIs with the individual/guardian, who will then decide which agency to further engage.

Step 6: Planning with RHA

Once the **PDD Caseworker** informs RHA that the individual/guardian wishes to proceed, the individual/guardian will be contacted by either Linda Staszko or Samantha Hamel to begin planning.

Required Documents

At this stage, the Intake Team will request the following documentation:

- RHA Intake Application Form
- RHA Risk Assessment
- Consent Form
- Guardianship/Trusteeship Documents
- Individual Program Plans (IPPs) & any previous assessments

Additional resources:

- Adult Services Manual
- RHA Program Fees

Completed forms must be returned to the Intake Team within two weeks.

Family Managed Services (FMS)

A member of the Intake Team will meet with the individual/guardian to discuss requested supports and provide further intake forms.

Contracted Services

A Program Manager and a member of the Intake Team will meet with the individual/guardian to discuss requested supports and provide additional intake forms.

At this stage, either the individual/guardian or RHA may decide not to proceed with service planning.

Further Forms (for both FMS and Contracted Services):

- Guidelines on Sexuality, Gender, & Healthy Relationships
- Code of Conduct
- Family Health History
- Pre-Authorized Debit Form
- Medical/Dental Forms
- Mobility Bus Application
- "Everybody Can Ride" Form (to be completed by a physician and signed)



Service Planning

- **For Family Managed Services (FMS):**
 - The proposed services and budget will be discussed. If needed, the budget can be amended. Individuals/guardians may wish to discuss their budget with their PDD Caseworker.
- **For Contracted Services:**
 - The Program Manager will draft an Individual Service Request (ISR) and budget to submit to PDD. Service requests take a minimum of 4-6 weeks to be processed by PDD. Service start dates will be confirmed once RHA and PDD have signed off on the agreement.

Service Start

- **For Family Managed Services (FMS):**
 - Once the FMS Agreement is signed, services typically begin 15–30 days later, depending on staff availability.
- **For Contracted Services:**
 - Services will begin once PDD and RHA have finalized the agreement.

Before services can begin, the following must be received:

- Signed Change Form
- Pre-Authorized Debit Form

For more information on programs, visit our website: robinhoodassoc.com

If you have questions, please contact:

- Linda Staszko, Manager, Service Outcomes & Mastery (780-467-7140 Ext. 1237)
- Samantha Hamel, Manager, Family Support/Children Services (780-640-9401 Ext. 2221)