



## **Richmond Hill Mobility Accessibility Foundation**

### **Application Process for our Assistive Devices Program**

RH Mobility is proud to offer funds to Richmond Hill Residents for help with the financial burden of Assistive Devices. Please see details of our application process below. If you have any questions or concerns, please contact Brenda Psihalos at 289-695-5625 or at [richmondhillmobilityt@gmail.com](mailto:richmondhillmobilityt@gmail.com).

#### **APPLICATION PROCESS**

When applying for funds, the client must supply the following documents:

**1. Letter from a Doctor or Occupational Therapist**

- Letter must state the need and benefit of the assistive device for the client
- Please explain their medical history and how the assistive device will benefit the client
- Letters should be addressed to RH Mobility

**2. Two quotes for the Assistive Device**

- Please provide 2 quotes from different vendors for the assistive device
- Please indicate if there is a preferred vendor

**3. Financials of the Client**

- RH Mobility funds clients are unable to fund the needed assistive device on their own. We respectfully request to see a monthly statement of the client's ODSP (if applicable), or a copy of their T4 slip in the most recent year.

Please send the client file by your choice of the following methods:

**Email:** [richmondhillmobilityt@gmail.com](mailto:richmondhillmobilityt@gmail.com)

**Fax:** 289-695-5601

**Mail:** RH Mobility, 9225 Leslie St., Unit #221, Richmond Hill, ON, L4B 3H6

Once your client file has been received and reviewed, you will be notified of funding status. This typically takes 3-4 weeks.