



Frequently asked questions for Professionals:

Applying for Family Support for Children with Disabilities (FSCD)

What do you need to think about when recommending a family apply to FSCD?

Any professional can refer a family to apply for Family Support for Children with Disabilities (FSCD). Before discussing the topic with families, the professional will need to review the FSCD [supports and services](#), to determine if it fits their needs.

Check to see if the child meets the [eligibility requirements](#):

- the child must be under 18 years;
- the child must be a Canadian citizen or permanent resident;
- the child must reside in Alberta; and
- the guardian must have documentation confirming their child has diagnosis or is awaiting diagnosis of a disability that is due to a developmental, physical, sensory, mental or neurological condition or impairment.

If there are questions, use the tool on the portal to learn about other programs or call an Alberta Supports staff member at 1-877-644-9992.

How can you help a family with an application?

FSCD is a voluntary program, therefore if the family is not interested in accessing the program there is no reason for them to apply.

The child's parent/guardian must be the applicant. Prior to assisting an individual with an application, the professional will make sure they have provided consent.

Please review the ["how to apply for FSCD" information](#) on Alberta.ca with the applicant. A professional may need to help them access <https://fscd.alberta.ca> and set up an account for the applicant to complete the application.

Note: Applicants need to create their own accounts to access and submit the applications, including any other digital services features. The professionals cannot submit the applications on behalf of Albertans. Nonetheless, they can still help them through the questions.

Alternatively, an applicant can talk to an Alberta Supports staff member at 1-877-644-9992 if help is needed.

What documentation needs to be submitted with the application?

During the application process, the applicant will be asked to provide copies of certain documents to help decide if they are eligible for the program. These documents can be submitted in various ways, including with their application through <https://fscd.alberta.ca>.

Some applicants may need help getting these documents, which may include:

- Documents to show the child's age and citizenship, such as a:
 - birth certificate or record of birth

- permanent resident or citizenship card
- record of landing
- passport
- A letter or report from the appropriate health care professional identifying:
 - The child's diagnosis and/or disability, or
 - That the child's condition or impairment may lead to a disability and the child is awaiting a medical diagnosis

The letter or report may be written by the following health professionals who are able to make the diagnosis or probable diagnosis, within their scope of practice:

- Physician or psychiatrist;
- Physical or occupational therapist, speech and language pathologist, or audiologist; or
- Clinical social worker or psychologist.

The letter or report should include:

- The child's name and date of birth;
- The child's diagnosis, with some description of the condition, how the disability affects daily functioning, and, where applicable, an explanation of whether the condition is expected to have long term or lifelong implications;
- The date when the child was diagnosed with the condition; and
- The name of the physician or other health professional who diagnosed the child with the condition

The information provided should be as up to date as possible. If the child was diagnosed more than two years ago, please provide any documentation available from when the original diagnosis was made and any recent information from the health professionals who are providing ongoing or follow-up care for the child.

PLEASE NOTE: Fees or costs associated with obtaining medical documentation are the responsibility of the applicant.

Alberta Supports
Contact Centre
process for
applicants who
can neither
access the online
application nor
travel to an office.

The Alberta Supports staff will take the following steps helping Albertans in these situations to manually complete the application:

- Fill out the Word application with the child and parent/guardian information applicants provide over the phone
- Email the Word application to Disability Services Delivery (DAP) for manual processing
- Provide Fax number and email for applicants to submit documents