

# Reconciliation Report: Guide to Filling Out



## Home Support Direct Funding Reconciliation Report

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

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

\_\_\_\_\_  
Care Recipient

\_\_\_\_\_  
Care Manager (if designated)

\_\_\_\_\_  
Substitute Decision Maker (if applicable)

For the Period: \_\_\_\_\_ to \_\_\_\_\_

**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 "quarter" 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 funds you received this quarter (A):

Total funding received this period                      **Add**                      \$                      (A)

Total funds spent on approved services this quarter (B)

Total funding spent for Support Services                      **Subtract**                      \$                      (B)  
(attach supporting documents)

Calculate to see if there are unspent funds owing (C)

Unspent Funds (A - B)                      **Equals**                      \$                      (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,  
45 Weatherbee Road, Suite LL02, Sydney, NS B1M 0A1  
HomeFirstIADLClerk@nshealth.ca  
1-800-225-7225

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