

## Memorandum

**To:** ADP-Registered Vendors

**From:** David Schachow, Interim Director, Assistive Devices Program

**Date:** June 30, 2021

**Subject:** **COVID-19 Pandemic – Advance Payments Reconciliation**

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As you are aware, in April through June 2020, the Ministry of Health provided ADP-registered vendors with advance payments to facilitate dispensing devices that did not relate to previously approved claims during the temporary suspension of claims processing.

On January 19, 2021, the ADP offered voluntary, early repayment of the funds. This offer was well-received and a substantial portion of the payments were sent in.

Vendors have had ample opportunity to submit claims and invoices for any devices dispensed during the period covered by the advanced payments. Throughout the pandemic, ADP-registered vendors have been considered essential businesses, allowing you to remain open to serve clients. ADP payments to vendors overall have sustained higher levels than in comparable, pre-pandemic periods.

Today I am providing you with notice of the ministry's intent to recover all remaining outstanding advance payments. The Program will be recovering the payments by deducting a percentage of the biweekly billing of ADP funding provided to each vendor. Beginning with the September 20, 2021 payment (run #13) where the deadline to submit invoices is September 8, 2021, the Program will begin recovering the amounts previously provided as follows:

- first 8 biweekly payments: the Program will deduct 30% of ADP payments,
- following 8 biweekly payments: the Program will deduct 20% of ADP payments,
- remaining period until fully recovered: the Program will deduct 15% of ADP payments.

By spreading the recoveries out across multiple payments, you will continue to receive payments when you have billings.

Vendors will continue to be able to reimburse the full amount by sending a cheque or bank draft payable to “**MINISTER OF FINANCE**” to the following address:

Program Manager  
Assistive Devices Program  
5700 Yonge Street, 7<sup>th</sup> floor  
Toronto, ON M2M 4K5

Please ensure to include your vendor details including ADP vendor registration number and contact details if you choose to complete this reimbursement.

All questions related to this memorandum should be sent to: [adpvendors@ontario.ca](mailto:adpvendors@ontario.ca).

Thank you for your continued commitment and service to Ontarians during this pandemic.

(original signed by)

David Schachow