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## Memorandum

**To:** ADP-Registered Vendors and New Vendor Applicants

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

**Date:** August 28, 2020

**Subject:** **Vendor Registration Changes and Reopening**

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The Ministry of Health has conducted a review of the Assistive Devices Program's (ADP) vendor registration policies and procedures in response to recommendations made in the 2018 Annual Report from the Office of the Auditor General of Ontario. During the review period, a moratorium was in place on processing new vendor registration applications.

In order to strengthen the program's accountability, the ADP has established additional requirements for vendor registration, effective the date of this memorandum. These changes are applicable to all new applicants seeking to become ADP-registered vendors.

In addition to all previous requirements, the following are now required when applying to become an ADP-registered vendor:

- All applicants (whether Sole Proprietor, Partnership or Corporation) must provide confirmation of business registration with the Canada Revenue Agency;
- All owners/directors must provide a completed Level 2 Criminal Record and Judicial Matters Check;
- All owners/directors must provide Government-issued photo identification. Acceptable identification includes: Ontario driver's license, Canadian passport, Ontario photo card, Canadian citizenship card, or Permanent Resident card. (Ontario Health card is not acceptable as its use is limited to the delivery of publicly funded health services.) The submitted copy of the Government-issued photo identification must be certified by a notary or lawyer; and,
- The Vendor Registration Application form contains new statements that must be read, understood, and agreed upon.

The Vendor Registration Application form and the *Guide to Vendor Registration Requirements for New Vendors* have been updated to reflect these changes.

With these new requirements in place, the ADP has ended the moratorium on vendor registration. The ADP will process changes to existing vendors received during the moratorium and will begin processing new vendor registration applications submitted from the date of this memorandum forward. Please refer to the *Guide to Vendor Registration Requirements for New Vendors* for complete details. New applications may be submitted via mail to the ADP offices or via email to [adpvendors@ontario.ca](mailto:adpvendors@ontario.ca).

**All applications for new vendors that were submitted during the moratorium period will not be processed. Those new vendors who submitted vendor registration applications during the moratorium period will be contacted directly and required to re-apply.** This will ensure that all new vendor registration applications are processed in accordance with the new requirements.

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

Sincerely,

(original signed by)

David Schachow