

Medical Travel Assistance Program Guidelines

*Métis Nation–Saskatchewan
Ministry of Health, Mental Health and Addictions*

Table of Contents

Program Introduction

- 1.0 Program Overview
- 2.0 Scope

Program Requirements

- 3.0 Eligibility and Access
- 4.0 Funding Limits
- 5.0 Eligible Expenses
 - 5.1 Private Vehicle Mileage
 - 5.2 Pre-Arranged Transportation
 - 5.3 Emergency Ambulance
 - 5.4 Taxis
 - 5.5 Parking
 - 5.6 Meals
 - 5.7 Accommodations
 - 5.7.1 Booking
 - 5.7.2 Cancellations/Rescheduling
 - 5.7.3 Additional Charges
 - 5.7.4 Property Liability Waiver
 - 5.7.5 Private Home
 - 5.7.6 Escorts
- 6.0 Reimbursement and Payment
- 7.0 Exclusions/Ineligible Expenses

Program Administration

- 8.0 Privacy
- 9.0 Responsibilities
- 10.0 Complaints
- 11.0 Compliance and Authority

Annex A: Links to MTAP Forms

Annex B: List of Other Resources

Purpose of the Guidelines

These Guidelines describe how the Métis Nation Saskatchewan (MN S) Ministry of Health, Mental Health and Addictions (HMHA) administers the Medical Travel Assistance Program (MTAP) and support fair, transparent, and consistent decisions. Funding is not automatic and remains subject to eligibility, review, prioritization, and available resources.

Program Introduction

1.0 Program Overview

MTAP supports eligible MN S citizens in accessing medically necessary services outside their home community when no other coverage exists, reducing travel barriers while using resources responsibly.

MN S administers MTAP through an application based process within a limited budget; funding depends on eligibility, medical need, urgency, and availability. The program covers efficient, economical travel and accommodations based on medical need and location, and supplements, rather than replaces, federal or provincial programs.

When demand exceeds funding, MN S prioritizes applications based on need and urgency, and meeting eligibility does not guarantee approval.

2.0 Scope

MTAP provides approved medical travel within Saskatchewan for eligible MN S citizens who must travel outside their home community to access necessary services, including transportation, meals, accommodations, and required escorts, subject to eligibility, review, prioritization, and available funding.

Program Requirements

3.0 Eligibility and Access

MTAP assesses eligibility to direct limited funding to MN S citizens who lack other medical travel coverage and meet program criteria; eligibility does not guarantee approval. All support remains subject to review, prioritization, and available funding.

- The patient must be a registered MN S citizen.
- The patient must require travel within Saskatchewan to access medical care that is not available in their home community.
- The program does not cover patients receiving Saskatchewan Income Support (SIS) or Saskatchewan Assured Income for Disability (SAID), as the Saskatchewan Ministry of Social Services has funding available.
- The patient must submit a Medical Appointment Notice or Admission Letter at least five (5) days before the appointment. Failure to provide correct documentation may result in delays. After the appointment, a Confirmation of Attendance or a Discharge Letter must be submitted. All documents must be on official letterhead.
- The patient must complete the MTAP Intake Form and provide citizenship verification and confirmation of income.
- Total household income must be below \$150,000 annually.
 - Income documentation may include one of the following:
 - » Prior year Notice of Assessment.
 - » A recent paystub (employment, EI statement, disability, etc.).
 - » One (1) month complete bank statement.

4.0 Funding Limits

MTAP operates within an annual budget. If the annual budget is fully allocated before the fiscal year ends, MTAP will close until the next fiscal year. **Before the annual budget is fully allocated, MN S may limit or prioritize approvals to support equitable access and will notify patients if funding limits are reached.** MN S applies funding limits to support responsible use of public funds.

Category	Primary Residence in Saskatchewan	Annual Maximum
Medical Appointments (primary care, specialist/referral, traditional healers)	Northern	\$1,500
	Central/Southern	\$1,000
Cancer and Dialysis Appointments	Northern	\$6,500
	Central/Southern	\$4,000
Emergency Ambulance	Northern	\$2,000
	Central/Southern	\$1,200

5.0 Eligible Expenses

When MTAP approves support, it may cover eligible expenses in this section, subject to eligibility, review, prioritization, and available funding. Submitting receipts or travel expenses does not guarantee reimbursement.

5.1 Private Vehicle Mileage

MTAP reimburses private vehicle mileage at \$0.20/km for travel required to attend an approved medical appointment. It only covers necessary kilometers and does not reimburse driver fees, rentals, local travel, fuel, or vehicle wear and tear.

5.2 Pre-Arranged Transportation

Patients must notify MTAP staff at least five (5) days before pre-arranged travel so staff can assess and coordinate transportation. MTAP staff may arrange transportation when appropriate. Patients must notify staff as soon as possible if they need additional transport, as initial approval does not guarantee approval of additional travel.

5.3 Emergency Ambulance

MTAP reimburses emergency ambulance services only in emergencies or when a medically necessary transfer to a higher level of care is required and does not cover these costs when patients have other program coverage or benefits.

5.4 Taxis

MTAP allows taxi use only to return patients to their home community, and staff may arrange transportation when appropriate.

5.5 Parking

MTAP reimburses required parking fees for approved medical appointments when patients submit receipts with their invoices and/or appointment letters.

5.6 Meals

Where support is approved, meal assistance may be provided up to the following maximums:

- Day Trip - \$25
- Overnight Trip - \$50
- Weekly Maximum - \$250
- Monthly Maximum - \$500

5.7 Accommodations

MTAP may provide accommodation support for approved medical travel, subject to eligibility, administrative review, prioritization, and available funding.

5.7.1 Booking

MN-S may cover accommodations for patients. When accommodation support is approved, MN-S will arrange stays at MN-S-owned facilities or direct-billing hotels. Patients must notify MTAP staff at least five (5) days before their stay and include any accessibility needs in their application.

5.7.2 Cancellations/Rescheduling

Patients must notify MTAP staff at least 36 hours in advance to cancel or reschedule accommodations. If they fail to provide notice, they are responsible for any cancellation or no-show charges.

5.7.3 Additional Charges

MTAP does not cover incidental accommodation charges, such as pet fees or personal expenses; patients must pay these costs upfront or have them deducted from their reimbursement. Patients remain responsible for any outstanding charges, which MTAP deducts from approved reimbursements.

5.7.4 Property Liability Waiver

Patients must sign a Property Liability Waiver before MTAP arranges accommodations. If a patient cannot sign due to language or literacy barriers, staff will read the waiver aloud and document verbal consent. Patients are responsible for any damage, fees, or charges resulting from a violation of the Property Liability Waiver. If a patient causes damage to an accommodation room or property, they are responsible for all related damage costs and may be disqualified from MTAP accommodation support until the end of the fiscal year.

5.7.5 Private Home

MTAP allows patients to stay in a private home or with family or friends for approved travel and may reimburse these accommodations, subject to program criteria and available funding. Patients must provide written confirmation from the private home to support reimbursement. The reimbursement amount is:

- \$50/night

5.7.6 Escorts

MTAP may approve travel and accommodation costs for one escort per trip when a physician, medical social worker, or nurse submits a completed Escort Form. Escort support is available only for MN S patients and is subject to eligibility, review, prioritization, and available funding. Escort support may be considered when the patient needs assistance for one or more of the following reasons:

- The patient is unable to drive themselves to the appointment.
- The patient is an Elder, defined as 60 years of age or older.
- The patient requires translation or interpretation support for the appointment.

- The patient has cognitive barriers that require escort support.
- The patient is a child, defined as 18 years of age or younger.
- The patient has mobility limitations.

6.0 Reimbursement and Payment

MTAP processes reimbursements or direct payments after verifying required documentation; submission does not guarantee reimbursement, and all payments remain subject to eligibility, review, prioritization, and available funding.

Patients must submit complete, accurate documentation, including appointment confirmation, within six (6) months; older documents are not accepted.

Reimbursements are typically processed within 3–4 weeks when paid by Electronic Funds Transfer (EFT) and within 4–6 weeks when paid by cheque. Patients can contact 1 877 MÉTIS SK (638 4775) if payment is not received after six weeks.

7.0 Exclusions/Ineligible Expenses

MTAP does not cover expenses that fall outside its scope, are covered by other programs, or are not related to medically necessary travel, including:

- Local travel within the patient's home community.
- Return travel if a patient becomes ill while away for non-medical reasons.
- Out-of-province ambulance services.
- Expenses for patients receiving Saskatchewan Income Support (SIS) or Saskatchewan Assured Income for Disability (SAID).
- Travel to pick up prescriptions.
- Travel for daycare or respite care.
- Medical travel outside Canada.
- Incidental accommodation or personal charges.
- Escort fees, honoraria, or salaries.
- Non-emergent ambulance trips, unless reviewed and approved at MTAP's discretion.

Program Administration

8.0 Privacy

MTAP collects personal information only to determine eligibility, administer support, and process reimbursements or direct payments. This may include:

- Personal identifiers.
- Proof of relationship.
- Invoices and receipts.
- Financial details.

MN S handles this information in accordance with privacy legislation and MN-S privacy policies. MN-S limits access to authorized personnel and shares it only as needed to administer the program or as required by law.

MN S securely stores and retains personal information under MN-S records management policies. By submitting an application, applicants consent to the collection, use, and disclosure of their personal information for MTAP purposes.

9.0 Responsibilities

MN S and program participants share responsibility for fair, timely, and equitable access to MTAP. MN S reviews applications, communicates decisions, and administers MTAP in line with these Guidelines and available funding.

Applicants must:

- Confirm they meet eligibility requirements, including that they do not receive SIS or SAID.
- Submit required documents, including appointment letters and confirmations, on time.
- Provide at least five (5) days' notice before travel for review and arrangements.
- Attend scheduled appointments and report cancellations or changes as soon as possible.
- Give at least 36 hours' notice to cancel accommodations.
- Keep contact, mailing, and financial information up to date.
- Obtain and submit appointment documentation from their provider.

If an applicant does not follow program requirements or misuses MTAP, MN S may take one or more of the following steps:

- Request repayment.
- Suspend or restrict access to MTAP.

10.0 Complaints

To submit a complaint, email the Director of the Ministry of Health, Mental Health and Addictions at dir.health@mns.ca. MN-S will review complaints as soon as possible. Please include:

- Time and date of the issue.
- Your name and contact information.
- Details of the complaint.

11.0 Compliance and Authority

MN-S will review these Guidelines every two years, or earlier if needed. Any updates, changes, revisions, or additions will follow MN-S approval procedures.

When the Guidelines change, the program guidelines will be updated on the MN-S website.

Discretionary approvals granted under these Guidelines do not set a precedent. MN-S may adjust or discontinue discretionary approvals based on eligibility, review, prioritization, and available funding.

Revision Date	Section Revised	Approved By	Effective Date

Annex A: Links to MTAP Forms

MTAP Intake Form

Confirmation of Appointment

Confirmation of Attendance

Property Liability

Escort Form

EFT Form

Annex B: Links to Other Resources

Saskatchewan Income Services (SIS):

<https://www.saskatchewan.ca/residents/family-and-social-support/financial-help/saskatchewan-income-support-sis#benefits>

Call **1-866-221-5200** or TTY: **1-866-995-0099**

Saskatchewan Assured Income for Disability (SAID):

<https://www.saskatchewan.ca/residents/family-and-social-support/people-with-disabilities/income-support-for-people-with-disabilities>

<https://www.saskatchewan.ca/residents/family-and-social-support/find-a-social-services-office>

Call **1-888-567-SAID (7243)** or, for TTY, **1-866-995-0099**

Non-Insured Health Benefits (NIHB):

<https://www.sac-isc.gc.ca/eng/1572537161086/1572537234517>

Call **1-866-227-0943**

Jordan's Principle:

<https://www.sac-isc.gc.ca/eng/1568396296543/1582657596387#sec3>

Call **1-855-JP-CHILD (572-4453)**

For any other inquiries, please call a Ma Faamii Citizen Support Worker at
1-877-MÉTIS-SK (638-4775)