



## 2021 Application Instructions

*Smiles4Canada is a program of the Canadian Foundation for the Advancement of Orthodontics (CFAO) in conjunction with the Canadian Association of Orthodontists (CAO)*

Thank you for your interest in Smiles4Canada. This program is designed to facilitate the orthodontic treatment of deserving, low-income young Canadians. Please be advised of the following:

1. Completion of the application package does not guarantee acceptance for treatment through the program. The application will be evaluated by a Regional Committee, and you will be informed whether the applicant has been accepted into the program.
2. To qualify for the program, the combined family income after tax in the two most recent taxation years must be below the Federal Low Income Cut-Offs. For more information on the Federal Low Income Cut-offs, please see the Smiles4Canada website (<http://smiles4canada.yourmileourspecialty.ca/how-to-apply/application-criteria>) or <http://www.statcan.gc.ca/pub/75f0002m/2014003/tbl/tbl01-eng.htm>. The before tax income will also be reviewed.
3. Patients accepted for treatment will be required to pay a one-time \$500 administration fee to Smiles4Canada before treatment is started. The orthodontist does not receive any compensation for providing the treatment. In most cases, the \$500 administration fee will be the only fee to be paid for the orthodontic treatment.
4. 2021 applications are open to candidates born in the year 2007 or later (2003 or later in Manitoba only).
5. The complete package must be received by the deadline before the application will be considered. Incomplete applications will not be considered.
6. The information you provide will be kept strictly confidential and used solely for the purpose of evaluating the application. If your application is successful, we will provide the information from Parts A, C, D, F and G to the orthodontist who will be supplying your child's treatment. By submitting this application, you consent to these uses of the information.
7. Once you start the application, you may find that you cannot complete it all at one time. You will receive an email with a link to the incomplete application where you may add any missing information. This link will remain active until 11:59:59 pm ET, March 31, 2021.
8. If your application is still incomplete at 12:00:00 am ET on April 1, 2021, it will not be considered for the program.
9. Once your complete application is received, you will receive an automatic email confirmation. If you do not receive this confirmation, you should review the application for missing administration.

The complete application package includes the following:

- A. Patient Information Form - online form
- B. Financial Information Form - online form
- C. Personal Statement Form - uploaded documents
- D. Digital Photos Guide - uploaded documents
- E. Personal Reference Form - uploaded documents
- F. Program Rules, Expectations and Release Form - online form
- G. Dental Examination Form - uploaded document

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## Details of Information to be Included in the 2021 Application

The application includes the following sections:

- **Patient Information Section:** Please provide us with your child's name, date of birth, and contact information, along with the name, relationship to the child (parent or guardian), and contact information for each of your child's parents/guardians. Contact information consists of each person's street address (including city/town, province, and postal code), telephone number, and e-mail address. This information will be used solely to allow us to contact you, the other parent(s)/guardian(s), and your child, and will be provided to your child's treating orthodontist. In this section, we also ask for some very basic information about your child: how long s/he has lived at the current address, the total number of children in his/her family, and the number of parents/guardians. This information will be used to assist us in evaluating the application and will also be shared with the treating orthodontist.
- **Financial Information Section:** Smiles4Canada is targeted at lower-income families, specifically those whose total after-tax family income in the previous two taxation years is below the Federal Low Income Cut-Offs (LICO). To substantiate income, we require you to provide information on the income for all your child's parents/guardians by submitting a copy of the Canada Revenue Agency's Notice of Assessment and the tax returns for 2019 and 2018 for each parent/guardian. This information will be used solely to evaluate the application, and will not be shared with the treating orthodontist. The table on our website <http://smiles4canada.yoursmileourspecialty.ca/how-to-apply/application-criteria> provides information on LICO. Each form should be scanned or photographed separately and uploaded to the application.
- **Personal Statement Section:** We want your child's treatment to be successful, and an important part of that success is his/her motivation – the more emotional investment your child has in the treatment, the greater the likelihood s/he will work cooperatively with the orthodontist and see it through to completion. In this form, we ask your child to share with us his/her reasons for receiving treatment, his/her goals for the treatment, and the steps s/he is prepared to take to ensure the treatment is successful. This is a letter, no more than a page long; it should be scanned or photographed and uploaded to the application. We may also accept video testimonials from your child.
- **Digital Photos:** To help us evaluate the severity of your child's dental problems, we require you to send us at least 6 specific digital pictures; you are welcome to send more, but we need these 6 in order to determine the need and the amount of work to be done. Photos taken with phone cameras are acceptable as long as they are clear (not blurry) and well-lit. Photos must be uploaded to the application. This information will be used as part of the evaluation process, and will also be provided to the treating orthodontist. **\*NOTE: We will NOT accept printed or non-digital pictures. Dental x-rays or orthodontic scans are not necessary.**
- **Personal Reference Form:** The personal reference helps us assess your child's motivation, general character, and willingness to persevere and cooperate with a long treatment process. The reference must be from an adult who is not related to your child, but who knows him/her well. This might be a teacher, principal, coach, social worker, pediatrician, family doctor, or religious leader. The reference should be scanned or photographed and uploaded to the application. This information will be used in evaluating the application, but will not be shared with the treating orthodontist.
- **Program Rules, Expectations and Release Form:** This section consists of seventeen (17) separate points to which you must agree in order for us to consider the application. You should signify your agreement by initialing each point, and signing and dating the form at the bottom. These points establish what you can expect from the treatment, what the treating orthodontist expects of your child, and the consequences if you or your child

do not comply with the expectations. There is also important information on confidentiality of information, including the disclosure of financial and health information to the Regional Committee that reviews the application, and to the CFAO. You should read and understand all these points before initialing and signing.

This part of the application also constitutes an agreement between you, CFAO/Smiles4Canada, and the treating orthodontist. In it, you agree to ensure your child keeps his/her teeth clean, maintains his/her oral health, complies with the orthodontic treatment (including keeping all appointments, wearing retainers and rubber bands if necessary, and has any additional dental work that may be necessary. It also specifies what is included in the treatment, and what you might have to pay for separately.

- **Dental Examination Form:** To undertake your child's treatment, we need to have a good understanding of his/her current and past dental health and his/her commitment to dental care. We require the child's general dentist to complete this form and share some basic dental health information with us, as well as her/his opinion of your child's orthodontic needs (Please note: your dentist may charge for the completion of this form). It will also be shared with the treating orthodontist. The form should be scanned or photographed and uploaded to the application.

Please make sure that all forms and photographs are clear, well-lit, not blurry, and can be easily viewed/read on a screen.

If you have any questions about the form, please contact us by e-mail at [administration@smiles4canada.ca](mailto:administration@smiles4canada.ca) or by telephone at 416-491-3186.

**Application Deadline: March 31, 2021, 11:59 pm ET**

### 2021 Application Checklist

Please ensure you have completed the following before submitting the application:

- Completed Patient Information Section
- Completed Financial Information Section
- Uploaded copies of the 2019 and 2018 Notices of Assessment for each Parent/Guardian
- Uploaded copies of the 2019 and 2018 Tax Returns for each Parent/Guardian
- Uploaded Applicant's Personal Statement
- Uploaded Electronic copies of at least 6 digital photos (as specified in the Digital Photos Guide)
- Uploaded Personal Reference
- Completed Program Rules, Expectations, and Release Form with initials for each point, and signed and dated at end
- Uploaded Dental Examination Form completed and signed by the applicant's general dentist