



CRIMINAL INJURIES COMPENSATION BOARD

Telephone: 416-326-2900 ♦ Toll Free: 1-800-372-7463

FACT SHEET

SECTION 25 – VARIATION OF ORDER

Section 25 of the *Compensation for Victims of Crime Act* allows for a variation of order for payment of additional compensation in such a manner as the Board sees fit upon consideration of:

- Any new evidence that has become available
- Any change of circumstances that has occurred since the making of the order or any variation thereof
- Any other matter that the Board considers relevant

An applicant wishing to apply for a Variation of Order must do so **after he/she has received the Board Order**. To initiate a Variation of Order application, the applicant must contact the Board:

BY PHONE: (416) 326-2900 or toll-free 1-800-372-7463

BY FAX: (416) 326-2883

YOU MAY ALSO SEND A LETTER TO:

Criminal Injuries Compensation Board
439 University Avenue, 4th Floor
Toronto, Ontario M5G 1Y8

The Board will require supporting evidence before a Variation of Order request can be approved. Requests for additional compensation to cover treatment expenses will only be considered **if the treatment is not covered by other sources**.

SUPPORTING EVIDENCE

Pain and Suffering

Awards for additional pain and suffering are based on new medical information before the Board. The Board will request that a Medical Report or a Therapy Report be completed by the treatment provider who can offer a most up-to-date information on the applicant's condition. The applicant will be required to complete a Financial Information Form.

Medical Expenses

That Board will request that a Medical Report be completed by the applicant's treatment provider describing the prescribed treatment/medication and the relationship of the treatment/medication to the injuries sustained in the incident.



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Dental Expenses

The Board will request that a Dental Report be completed by the applicant's dentist which should describe the proposed treatment and the relationship of the proposed treatment and the injuries sustained in the incident. The dentist will be required to submit three treatment options for the Board's consideration.

Therapy/Counselling Expenses

When claiming for these types of expenses, the Board will require that a Therapy Report be completed by the applicant's therapist. The therapist must provide:

- An independent analytical assessment of the applicant's condition indicating the applicant's current psychological or psychiatric status. The assessment should be consistent with the Board's guidelines. Failure to submit a complete assessment may contribute to significant delays before authorization for therapy may be considered.
- A plan of treatment indicating the applicant's need for therapy and the probable duration and cost of the therapy. Specific objectives of the therapy should also be described.

The therapist's current resume or curriculum vitae which should include his/her education, work experience, workshops attended and at least two professional references.

Physiotherapy Treatments

The Board will request that a Physiotherapy Report be completed by the applicant's physiotherapist. His/her report should include the relationship between the proposed treatment and the injuries sustained in the incident, an outline of the proposed treatment and the goals to be achieved by the treatment. He/she should also include the number of treatment sessions required, the frequency of the sessions and the cost.

Other Treatments/Expenses:

All other requests pursuant to Section 25 of the *Act* must relate directly to the injuries sustained in the incident for which an applicant received compensation from this Board. The Sections Analyst will inform you what kind of supporting documents you will need depending on what you are claiming for.

The Board will only cover the amount authorized in the Section 25 Board Order. Costs of any treatment given prior to the Board's authorization are subject to review before payment may be made.

The Board will pay for hospital records and medical, dental and therapy reports that it requests to process claims for additional compensation before the Board. The Board will pay the full cost of each hospital record and up to \$100 for each medical, dental and therapy report. Please note that the Ministry of the Attorney General is GST exempt. (See Fact Sheet for Payment of Medical Reports)

Revised: May 2006