



ABOUT US

Options for Services provides customizable, creative, and flexible administrative support on a fee for service basis.

We help develop the capacity of individuals, families, and support networks to manage their services **confidently** and **sustainably**.

Available to Manitobans who manage their own services.

WHAT WE OFFER

Customizable administrative support is available in these areas:

BUDGET SUPPORT

- Budget Development based on Supports Budget Level

FINANCIAL RESPONSIBILITIES

- Invoicing
- Statement of Account and Reconciliation

PAYROLL

- Setting up a Payroll Business Number
- Payroll Company set up
- Staffing Structure and Schedules
- Employment Standards
- CRA Requirements
- Worker's Compensation

HIRING


- Advertising
- Applicant Screening
- Interviews
- Reference Checks
- Orientation

PERSON CENTERED RESOURCES

- Information about self-managing and developing individualized supports.

Innovative **LIFE** Options 



 1-204-772-3557 ext. 3

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 innovativelifeoptions.ca

To Inspire ... To Innovate ... To Include