For questions not answered in this FAQ please see A Parent's Handbook: Your Guide to Autism Programs or call the Autism Funding Unit at 250 387-3530 in Victoria or toll-free at 1 877 777-3530.

Q: I signed the Autism Funding Agreement. Can someone else sign my Request to Pay or Reimbursement for Autism Expenses forms for me?
A: No. The person who signed the Autism Funding Agreement is responsible for signing the Request to Pay and Reimbursement for Autism Expenses forms.

Q: My service provider has suggested I buy a specific piece of equipment. Does this mean the equipment will be covered by the autism funds?
A: No. A service provider's recommendation is not a guarantee that equipment is eligible to be funded by the Autism Funding Programs. To confirm eligibility parents should submit a Justification for Equipment/Supplies (JFE) form completed by a professional/specialist so that it can be reviewed by the Autism Funding Unit *prior* to making any purchases. An approved JFE will be in effect for one year after the date issued. Please see *A Parent's Handbook: Your Guide to Autism Programs* for a list of professionals/specialists.

Q: Should I submit my gas receipts for travel to access autism intervention or training to the Autism Funding Unit?
A: No. Gas receipts do not need to be submitted. Travel in a private vehicle will be reimbursed at $0.40 per kilometre if the round trip exceeds 80 kilometres and the travel is specifically related to accessing autism intervention or training within BC.

Q: Can I use my current autism funds to pre-pay for services in the next funding period?
A: No. Autism funds are provided to cover a specific funding period. Funds must be used within the start and end date of the agreement term for which they were issued.

Q: Can I pay someone living in the same house as my child to provide services?
A: No. Autism funds cannot be used to pay a parent or foster parent of the child, or any person living in the same household as the child, for autism intervention services. See A Parent's Handbook: Your Guide to Autism Programs for more information.

Q: Do I have to submit a Request to Pay Service Providers/Suppliers form for each month?
A: No. It is recommended that the Request to Pay forms be made out for a minimum of three months for ongoing services. However, one Request to Pay form can cover an entire funding period as long as the end date on the form does not extend past the end of the child's birthday month.

Q: I have recently stopped receiving service from one of my service providers before she/he used all of the money I had set aside. How do I set the remaining money aside for a different service provider?
A: To make changes to the total amount of funding, hourly rate or start and end dates of service, send a Request to Amend Invoice Payment Authorization form to the Autism Funding Unit that clearly describes the desired change. A new Request to Pay needs to be sent in for any new service providers.

Q: Can I pay for services myself, and then be reimbursed?
A: No. To pay for services, complete a Request to Pay Service Providers/Suppliers form and submit the form to the Autism Funding Unit. Authorized Service Providers will then invoice the Autism Funding Unit to receive payment.

Q: Why have I not yet been reimbursed for receipts already submitted?
A: Once the Reimbursement for Autism Expenses form, Justification for Equipment/Supplies form (if applicable) and original receipts have been received and approved by the Autism Funding Unit, the reimbursement will be paid within 30 days. If you submitted the reimbursement form more than 30 days ago, please contact the Autism Funding Unit.

Q: Why has my service provider not yet been paid?
A: The following steps must occur in order for a service provider to be paid:

1. Parent submits the Request to Pay Service Providers/Suppliers form (RTP) to the Autism Funding Unit for review and approval
2. For approved services, the Autism Funding Unit responds with a letter to the parent and the service provider that contains the billing number for the service
3. The service provider enters the billing number on the invoice and submits the invoice to the Autism Funding Unit by mail, e-mail, or fax
4. Once all the proper documentation has been received by the Autism Funding Unit, the invoice will be paid within 30 days.

If you have received an approval letter and more than 30 days have passed since your service provider sent the invoice, please contact the Autism Funding Unit.

Q: Do I have to report Autism Funding on my income tax forms?
A: The Province of B.C. cannot provide advice on the tax policies of the federal government. Please contact your local Canada Revenue Agency office directly to discuss your unique situation with an agent.

Q: How do I determine if the person I hire is a contractor or an employee?
A: The following websites provide information to help clarify your relationship and responsibilities to your child's service providers:

- Ministry of Labour and Citizens' Services: http://www.labour.gov.bc.ca/esb/facshts/employee.htm
- Canada Revenue Agency: http://www.cra-arc.gc.ca/E/pub/tg/rc4110/

Q: What services does ACT -- Autism Community Training provide?
A: ACT – Autism Community Training offers practical information on a wide range of autism-related topics in addition to managing the Registry of Autism Service Providers list (RASP). All professionals who provide services to children under the age of 6 must be registered on the RASP. For more information, please visit ACT – Autism Community Training online at www.actcommunity.net, call 604 205-5467 or 1 866 939-5188, or email info@actcommunity.net