

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

**Please note:** Direct Funding is no longer available as a funding option. All new families enrolling on the Autism Funding Program will receive funds through Invoice Payment. This FAQ is to assist families who have not yet transitioned to Invoice Payment.

**Q: I signed the Autism Funding Agreement. Can someone else sign my Reimbursement for Autism Expenses or Schedule B forms for me?**

A: No. The person who signed the Autism Funding Agreement is responsible for signing the Reimbursement for Autism Expenses, and Schedule B 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 can be paid for with autism funds. Parents should submit a Justification for Equipment/Supplies form completed by a professional/specialist so that it can be reviewed by the Autism Funding Unit BEFORE making any purchases. 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 set up Direct Deposit for my autism funding if I already receive Direct Deposit from another government funding program?**

A: If you have Direct Deposit set up for any other BC government funding program, the autism funding will automatically be issued by Direct Deposit. A remittance slip will be mailed to you with the exact amounts that have been deposited.

**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 they were issued for. If enrolled on the Direct Funding Option, unspent funds remaining at the end of the funding period must be returned to the Autism Funding Unit.

**Q: Can I pay someone living in the same house as my child to provide services?**

A: Yes. Any individual other than a relative living in the family home can provide services as long they meet the qualifications for the service they are providing. A parent or foster parent of the child cannot be paid to provide autism intervention. See [A Parent's Handbook: Your Guide to Autism Programs](#) for more information.

**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](http://www.actcommunity.net), call 604 205-5467 or 1 866 939-5188, or email [info@actcommunity.net](mailto:info@actcommunity.net)

**Q: What documents must be submitted with Schedule Bs and bank statements?**

A: Original detailed expense receipts or original invoices with proof of payment must be submitted with Schedule Bs and bank statements, within the timelines outlined in the Autism Funding Agreement.

**Q: What information needs to be on the original detailed expense receipts or original invoices with proof of payment?**

A: The following information is required:

- Name of the child
- Name, address and phone number of the service provider
- Date and description of the service provided
- Hourly rate and number of hours of service provided
- Total amount being billed
- Amount paid and date of payment
- Signature of the service provider for expense receipt or handwritten invoice.

**Q: What if my service provider does not give me documents that show proof of payment?**

A: Parents can provide proof of payment by submitting:

- Detailed invoices; and,
- An original cashed cheque **or** bank statement showing the front and back of the cashed cheque

**Q: If I have money in my bank account at the end of my child's funding agreement term, can I keep that money for future use?**

A: No. Unspent funds must be returned to the Autism Funding Unit within 60 days of the agreement expiry date. Please make cheques payable to the Minister of Finance and mail to the Autism Funding Unit (see address below).

**Q: If I am on Direct Funding do I have to set up Direct Deposit?**

A: No. Families on both funding options can choose to receive autism funding either by cheque or by deposit directly into a bank account. Direct deposit allows for faster and more convenient transfer of funding, and is more secure than a cheque because there is no risk the payment will be lost or damaged. If you would prefer to receive autism funding by direct deposit, contact the Autism Funding Unit to request a Direct Deposit Application form.



**Q: How does Invoice Payment differ from Direct Funding?**

A: Invoice Payment was created in 2004 in response to parents' concerns that Direct Funding was too time-consuming and difficult to manage. Since that time, it has proven to be an effective and efficient system for both parents and government.

With the **Invoice Payment system**, funding is set aside in an 'account' held within government in the child's name and payment is provided directly to service providers for eligible intervention. Parents choose the services they need and the service providers they want and notify the Autism Funding Unit by filling out a [Request to Pay Service Providers/Suppliers](#) form (CF0925). Service providers submit invoices to the Autism Funding Unit for services they have provided, and the Unit then pays service providers directly within 30 days. This reduces paperwork for families while still ensuring they retain control over their child's services and service providers.

Professionals who provide services to families on Invoice Payment are not required to complete any more paperwork than professionals providing services to families on Direct Funding. Parents can contact the Autism Funding Unit at any time to confirm the amount of funds remaining in their account. Autism funding agreements are automatically renewed at the end of the month of your child's birthday.

**Q: When will families who currently receive Direct Funding be transitioned to Invoice Payment?**

A: Families who currently receive Direct Funding will be transitioned to Invoice Payment on the date of their funding agreement renewal – typically this falls on the month following the child's birthday. Families of children under age six who have not renewed their funding agreement prior to April 1, 2010, will be required to do so at this time to receive the enhanced funding of up to \$22,000 per year.

**For More Information contact:**

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