

Request to Pay form (RTP)

In order to use your autism funding to pay for services with Creative Diversity Friends Club (CDFC) you first need to submit a Request to Pay form to the Autism Funding Unit. This will allocate funds to CDFC for your current funding period. Once approved, we can then invoice Autism Funding directly for services that have been completed.

There are two ways to submit the RTP form:

1. Through your autism funding dashboard (quickest to process)
2. Fill out the paper version of the form and send by email, fax, or mail (easier)

Business Info for the RTP form:

Provider Type: Business
Business Name: Creative Diversity Friends Club
Contact Name: Deanna Brook
Phone Number: 604-589-1025
Address:
9969 121 St
Surrey, V3V 4K3

Services: you can enter services one of two ways. We typically use Life Skills Program, but have also been approved as Behaviour Interventionist

1. Intervention Services: Life Skills Program (\$40/hour)
2. Intervention Services: Behaviour Interventionist (\$40/hour)

Membership fee: It is also an option to submit the membership fee, under training & equipment.

Training & Equipment – Equipment – Annual Membership Fee (\$20)

Notes:

- Services and Membership fee (training & equipment) must be submitted as separate requests in the funding dashboard
- Please note that while we are setup as a service provider with Autism Funding and have been approved in the past, their approval is granted on a case-by-case basis and is not guaranteed
- Once approved you can easily adjust the total amount or hourly rate through the dashboard.
- For multipass options we can adjust the hourly rate through our invoices

Step by Step Instructions

RTP form: paper version

1. Download our prefilled PDF version of the [RequestToPay CDFC](#) form
2. Fill in the parent & child info
3. Fill in the extra fields highlighted in yellow:
 - Start Date for services
 - End Date for services
 - Total amount to allocate (this can also be adjusted later)
4. Sign and date the form
5. Send the completed form to Autism Funding. Choose one of three ways:
 1. Scan and send by email: mcf.autismfundingunit@gov.bc.ca
 2. Fax to: 250-356-8578
 3. Mail to:
Autism Funding Unit
Ministry of Children and Family Development
PO BOX 9776 STN PROV GOVT
Victoria, BC; V8W 9S5

RTP Form: Autism Funding Dashboard

1. Log into [My Family Services](#) using your basic BCeID
2. Under My Cases on the Services tab of your home page, select "View Details"
3. On the right side of your Autism Funding page, select the link "Request to Pay a Service Provider"
4. Click the button to Add a New Provider
5. Fill in the CDFC business info (see above) and "Intervention Services" for type of service
6. Click the button to Continue
7. Fill in the service info and click the button to Submit

Use Training & Equipment to add the membership fee [optional]

1. From your Autism Funding page, select the link "Request to Pay a Service Provider"
2. Select CDFC from the list of providers (or add us as a new provider if needed)
3. Select "Travel, Training, Equipment and Supplies" for type of service
4. Click the button to Continue
5. Click the + sign to expand the option to Add Equipment and Supplies
6. Enter membership details:
 - Retail Contact Person: **Deanna Brook**
 - Description of Item: **Annual Membership Fee**
 - Cost of Item: **\$20**
7. Click the button to Save Items