

Bureau of Autism Services  
Pennsylvania Department of Public Welfare  
PO Box 2675  
Harrisburg, Pennsylvania 17105-2675

## Family and Individual Mini Grant Program FAQs

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**1. Why is the Bureau of Autism Services making this program available?**

The Family and Social Issues Subcommittee Report of the Autism Task Force (see 2004 Final Report at (<http://www.dpw.state.pa.us/General/AboutDPW/SecretaryPublicWelfare/AutismTaskForce>) recommended the creation of services and support systems specifically for persons with autism and their families throughout the lifespan (especially including family support services and respite). Although not a long-term solution, this mini-grant program is designed to serve families who have not been able to access existing family support systems.

**2. Where do I get an application?**

The application form is available on the Bureau of Autism Website, under “News Items” at [www.autisminpa.org](http://www.autisminpa.org).

**3. What are the important deadlines and dates?**

|                                                                                      |                                                              |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Deadline for submission of application (date by which applications must be received) | April 18, 2008                                               |
| Dates during which the activity/support being funded must occur                      | March 1, 2008 through August 31, 2008                        |
| Notification of grant awards (by mail)                                               | May 12, 2008 (on or about)                                   |
| Dates of funding of grants                                                           | Beginning approximately May 12, 2008 through August 31, 2008 |

**4. Where do I send the application?**

Mail the completed application to:  
Attn: F & I Mini-Grant  
Bureau of Autism Services  
Pennsylvania Department of Public Welfare  
PO Box 2675  
Harrisburg, PA 17105-2675

**5. What if I don't have access to a printer to print the application?**

Please call 1-866-497-6898 or email [c-jsands@state.pa.us](mailto:c-jsands@state.pa.us) to request an application by mail.

**6. Can I fax or e-mail my application?**

No. Grant applications must be mailed to the address set forth above. Applications received by e-mail or fax cannot be considered and will be shredded.

**7. What has to be submitted with the application?**

Documentation supporting the cost of the event/activity for which funds are requested and the Verification by Medical Professional. (For clarification of "Verification by Medical Professional" please see question 17.) Only completed applications will be eligible. The Bureau is unable to contact applicants whose applications are not complete.

**8. Who is eligible to apply?**

Adults with an autism spectrum disorder (ASD) or individuals who have a family member with ASD (of any age). Applicants must be Pennsylvania residents and the applicant/individual with ASD must not be currently receiving (or have received within the past 12 months) any other family support services (refer to application information for more detail). Families whose family member with ASD is receiving BHRS/Wraparound or Early Intervention services are eligible for this grant.

**9. Are there any income limits for eligibility for this grant?**

No.

**10. How many individuals/families will receive a mini-grant?**

We anticipate that approximately 1,000 grants in the amount of \$500 each will be awarded.

**11. What can funds be used for?**

Funds can be used for respite/childcare, camp, community or recreational programs, autism/advocacy workshops and trainings and modifications or adaptations to the home and/or community for safety (refer to application form for additional detail).

**12. What if the cost of the service or activity for which I am applying for funding exceeds \$500?**

You can still apply, but you will need to fund the difference between the grant amount and the cost of the service/activity.

**13. Can I request funds for more than one service?**

Yes. The grant funds can be used for as many eligible activities/supports as you like so long as the total amount requested does not exceed \$500.

**14. Can I still apply if my family member with ASD does not live with me? Do I have to be the individual's legal guardian?**

You can apply on behalf of a family member with ASD who does not live with you. Anyone who is related (by marriage or immediate family) to the individual may apply for this grant on his/her behalf.

**15. How do you decide who gets a grant?**

Priority will be given to individuals who did not receive a Bureau of Autism Services Mini-Grant in 2007. Total funding for these mini-grants is limited and is on a first come, first served basis; and not everyone who applies for this grant may be funded.

**16. When will I hear back from you once I've sent in my application?**

Grant awardees will be notified beginning May 12, 2008. In order to keep administrative costs to a minimum, only applicants whose applications have been selected for funding will be notified.

**17. What will you accept as documentation of the disorder?**

Submit either (a) the form attached to the application completed by a medical professional (neurologist, developmental pediatrician or Pennsylvania Licensed Psychologist or Psychiatrist) or (b) a copy of a report prepared by one of these medical professionals indicating the individual has an ASD diagnosis.

**18. I submitted a mini grant application last year. Do I have to resubmit the "Verification by Medical Professional" form?**

Yes, a new form or copy of a report must be submitted with this application. Due to the high volume of applications we received last year we are unable to look up information from previous submissions.

**19. What do "modifications or adaptations for home, community or safety" mean?**

A modification to your home might be installing special locks or alarms on windows or doors that you feel are necessary to keep your child safe. Only permanent modifications will be allowed. A modification might be a specialized bike that allows your child to ride, a special booster or car seat that keeps your child safe. Augmentative Communication Devices are not considered a modification under this category.

**20. How are funds disbursed?**

Whenever possible, checks will be made payable directly to the provider of the support or activity and mailed to the applicant. It is the responsibility of the applicant to deliver the check to the provider. For example, if you have been awarded a grant to fund camp fees, a check payable to the camp will be sent to you and you will need to deliver the check to the camp (together with any applicable registration forms or additional payments due).

**21. How long will it take for me to get the funds?**

Funds will be disbursed beginning approximately May 12, 2008.

**22. What if I have already paid for the service/activity?**

If the activity or support occurs between April 1, 2008 and August 31, 2008 and the applicant has a receipt from the provider, we would reimburse the applicant. Please make sure to include a copy of a receipt or invoice with the application showing payment.

**23. How can I use the funds to pay for a private respite or child care provider?**

This type of service will be paid for on a reimbursement basis. The grantee would be required to complete and submit a "Reimbursement form for Respite/Child Care Services" (this form would be signed by the provider of the service). You will then be reimbursed for the cost of those services.

**24. What if I have other questions?**

You may email [c-jsands@state.pa.us](mailto:c-jsands@state.pa.us) or call us toll free at 1-866-497-6898.