



Guidance notes for parents using Autism Program funding (AFU) through the BC Ministry of Children and Family Development

This process is required of parents/caregivers if intending to use Autism Funding to pay camp fees for autism camp.

AFU will no longer reimburse families who make payment upfront. Instead they will only make payment directly to Zajac Ranch upon receiving an invoice from Zajac Ranch.

To ensure this procedure occurs without issue, we ask that families who intend to use Autism Funding take the following steps:

- 1) In the 'Payment of Camp Fees' section of the Camper Application, please tick the 'Autism Funding' box (as you will be using AFU Funding).
- 2) Submit your completed Camper Application to Zajac Ranch (address below).
- 3) Submit a 'Request to Pay' claim to AFU, for \$1,400, listing Zajac Ranch as Service Provider.
 - a. Please submit your AFU Request to Pay form at the same time as your Camper Application. This will help ensure a billing number is received in advance of camp start date.
 - b. The Request to Pay form can be found online at: http://www2.gov.bc.ca/assets/gov/health/managing-your-health/autism/request_pay_service_providers_suppliers.pdf Or by searching 'Autism Funding Unit, BC, Request to Pay' in your web browser
- 4) AFU will then send Zajac Ranch a billing number which we will list on our invoice.
- 5) Zajac Ranch will submit all camper invoices, to AFU, *after the camp has finished*.

If Zajac Ranch has not received an AFU Billing Number *three weeks in advance of camp start date, parents will be asked to pay a \$700 deposit via credit card.* Failure to receive a deposit will result in a camper being denied a camp experience.

Please note, deposit *will be* refunded upon receiving an AFU billing number. If an AFU billing number is not presented to Zajac Ranch then Zajac Ranch will keep the deposit.

*If you have any questions,
Please email info@zajacranch.com or phone 604-739-0444*