



Helping People with Autism Reach Their Full Potential

## Required Documents for Applying

Before applying, make sure you have all the required documents listed in these guidelines. Only complete applications will be accepted, and you need to provide all the documents to be eligible for a grant.

**Please note:** This page is **not** the application itself. It provides guidelines for preparing your application when the submission period is open.

To find out when applications are being accepted, please contact us directly.

### 1. Family Story:

In as much detail as you feel comfortable sharing, please introduce us to your family. We'd love to hear about why you are applying for this grant and how it will support your child's autism treatment. If there are any extenuating family circumstances you would like us to consider, please feel free to include them as well.

### 2. Autism Diagnosis:

Please provide a copy of your child's official autism diagnosis. For young adults, a copy of their autism diagnosis is required. The diagnosis must include the following:

- Child's name
- Date of birth (DOB)
- Confirmation of autism diagnosis
- Service provider's signature

If an official diagnosis is unavailable, a confirmation letter from a qualified medical professional with the credentials to diagnose autism spectrum disorder will be accepted.

#### Accepted professionals include:

- Board-eligible neurologists
- Medical Doctors (MDs)
- PhDs
- Board-eligible psychiatrists

- Licensed psychologists
- Board-certified developmental and behavioral pediatricians
- Advanced Registered Nurse Practitioners (ARNPs)
- Centers of Excellence (COE) providers with the above credentials

### 3. **Income and Residency Verification**

We accept ONE of the following two types of documents to verify income and Washington State residency. Both documents must confirm your Washington State residency and that your child is in your custody

- **If you file taxes:** Your entire household's 2023 Form 1040 tax return, listing all household members' gross adjusted income and your child as a dependent.
- **If you do not file taxes:** Your 2025 Supplemental Security Income (SSI) Award Letter, listing your child as a beneficiary.

If your child is claimed on someone else's taxes, please contact us for alternative options. Please note that we do not accept W-2 forms, DSHS benefits statements, documents older than one year, or any documents other than those listed above.

### 4. **Referral Letter Requirements:**

- The letter must be dated within the last year.
- It must be on letterhead from a service provider.
- The letter needs to be signed by a qualified professional, such as a doctor, therapist, special education teacher, or someone else who works with your child's autism treatment.

The letter should clearly recommend all the equipment or services you are requesting, including any duplicates. It should explain how each item or service will help with your child's autism treatment. A new referral letter is needed each year you apply.

**Important:** If an item you requested is not mentioned in the referral letter, it will not be considered.

### 5. **Invoice: What You Are Requesting, How Much, and Where to Purchase It**

Ben's Fund purchases grant awards directly and does not provide funds to the family. Grants cannot exceed \$1,000, including tax and shipping.

You may request equipment, services, an iPad, or a combination of these, as long as the total does not exceed \$1,000. You may request up to 20 items total from no more than 3 separate vendors/service providers. Split payment for requests that exceed \$1,000 are allowed on a case by case basis and you must contact us before you apply.

**Important:** Items that are not listed in your referral letter will not be eligible for funding.

**a. Equipment Requests**

Please provide the website link for each item you want to request. If you're asking for things like fencing, please upload an invoice or estimate. Make sure to include tax and shipping in the total amount you request.

**b. Service Requests**

Upload an invoice or estimate that shows the service details and the cost per service. You will also need to include the service provider's billing contact information and the amount you are requesting in the online application. If you are asking for a service you haven't used yet, we accept estimates for future services.

**Please note:** We do not fund the insurance part of a bill, and we only provide funding for therapy if you are continuing the service.

**c. iPad Requests**

You can choose an iPad pack option when you apply online. All packs include tax. Please check the iPad Pack options on our website for the available choices.

**Important: If you are applying by mail, please include the following:**

- Equipment Requests: Submit a printed shopping cart with the item details and total price (including tax and shipping).
- Service Requests: Provide a printed invoice or estimate detailing the service and cost.
- iPad Requests: Choose from our iPad pack options listed on our website and include your selection in your family story.