



Helping People with Autism Reach Their Full Potential

Required Documents for Applying Online

Before submitting your application, please ensure you have gathered all required documents as outlined in these guidelines. Only complete applications will be considered, and all necessary documents must be provided to be eligible for a grant.

Important: This page serves as a guide to help you prepare your application. It is *not* the application itself. For information on when applications are being accepted, please contact us directly.

1. **Family Story: Please introduce us to your family by listing all members of your household.** In as many words as you feel comfortable with, tell us about your family, your reasons for 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. Your story helps us better understand your needs and how we can best support you.

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 (asd) 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**

Please see our Financial Eligibility page on our website to determine eligibility.

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

- A) If you file taxes:** Your entire household's **2024 Form 1040 tax return**, listing all household members' gross adjusted income and your child as a dependent.
- B) If you do not file taxes:** Your **2025 Supplemental Security Income (SSI) Award Letter**, listing your child as a beneficiary, dated within 90 days.

Young adults 18 – 25 must provide their entire household income if they live with your guardians. 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:** 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.

- The letter must be dated within the last year.
- It must be on the 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.

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.

- **Equipment Requests:** Please provide the direct website link for each item you want to request. We need to be able to click on the link to view the website for that item. If you have an invoice created by a vendor, such as a fencing estimate, please upload it. Make sure to include tax and shipping in the total for each item.

- **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 TOTAL 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, as long as it is indicated that you have contacted the service provider to enroll or be put on a wait list.

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.

- **iPad Requests:** We have created iPad pack options for you to choose from 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.