

Mini-grant Application Scoring Procedure for Reviewers

1. Check Proof of Diagnosis:

Doctor letter, Summary Page of Diagnostic Testing, or IEP Cover page (only if it includes diagnosis/autism educational label). Must have the name of the applicant and an Autism Spectrum Disorder Diagnosis

Eligible: Autism, Aspergers, Encephalopathy, PDD, PDD-NOS, Rett’s, Tourettes, Fragile X, and/or Childhood Disintegrative Disorder

Ineligible as sole diagnoses: OHI, ADHD, LD, or SL

2. Check Proof of Progress:

Should be 1-2 paragraphs of narrative text describing what improvements the individual or family have seen as a result of the services being reimbursed. This narrative can be written by the parent or service provider. It should not consist of graphs or data collection charts as we are not qualified to interpret these documents.

3. Check Each Proof of Payment:

EACH payment submitted must include

- Name of Payer,
- Name of Payee,
- Exact Date of Payment,
- Amount paid, and
- Form of payment.

Canceled Checks, Bank Statements, or Credit Card Statement are preferred; all other forms of documentation must originate with the provider.

Only payments that were made by the person or persons listed in the application as “recipient” and that indicate payments were made within the below timeframes are eligible for reimbursement.

Deadline for submission	Eligible Receipts Date Paid
January 1	Apr 1– Sep 30 previous year
July 1	Oct 1 previous year–Mar 31

4. Check eligible payments against Proof(s) of Service:

Each eligible payment must have proof of service, corresponding in dates and amount, originating from the service providers, except for material goods (Assistive Technology, Supplements, Sanitary or Hygiene supplies, home modification materials, etc.). Invoices from service provider or vendor are preferred. The invoice does not have to be in the eligible date timeframe – the proof of PAYMENT does.

Proof of Payment and/or corresponding Proof of Service MUST indicate the applicant by name as the recipient of services.

5. Add Payment Amounts for Eligible Payments and record the amount or \$1,000 (whichever is less) as approved total

In the event that Proof of Payment and Proof of Service show different amounts, the amount shown in the proof of payment is the amount eligible for reimbursement.

Applicants may submit eligible payments totaling more than the \$1,000 maximum request. These requests are leveled off to the maximum amount after all other eligibility assessments are made.