



Grant Assistance Program for Autism Intervention Program Professionals

March 2007

Questions and Answers

1. Is a grant recipient considered a civil servant?

No. A grant recipient is not a civil servant. He or she is employed by the regional provider of the Autism Intervention Program.

2. Do I have to work for a minimum period of time in the Autism Intervention Program before I can apply for Grant Assistance?

Yes. You must work in the Autism Intervention Program for at least one year before you are eligible to apply for Grant Assistance.

3. If I leave the Autism Intervention Program while receiving grant assistance, is my grant pro-rated?

No. The purpose of the Grant Assistance Program is to fund approved professional development activities in return for continuous service in the Autism Intervention Program. If you leave the Autism Intervention Program during the term of your agreement, the agreement is terminated and no further payments are made.

4. If I leave employment in the Autism Intervention Program and return at a later date, can I still claim funding under the agreement?

No. The purpose of the Grant Assistance Program is to fund approved professional development activities in return for continuous service in the Autism Intervention Program. Periods of employment cannot be carried over if a grant recipient leaves the Autism Intervention

Program and subsequently returns at a later date, even if the recipient has continued in the academic program.

5. What happens if I take parental leave during my funding period?

If you continue to pursue the qualifying academic program while on parental leave, you will be reimbursed for tuition payments once you return to work. If you interrupt your studies during parental leave, the agreement should be amended to reflect this and payments adjusted accordingly.

6. Is grant assistance available to staff who work part-time?

Yes. Grant Assistance is available to full-time and part-time employees of the Autism Intervention Program. Part-time employment is defined as half of a Full Time Equivalent or greater.

7. When do I sign my grant agreement?

A letter is sent to you when your application for grant assistance has been approved by the Program Administrator. The letter is accompanied by a Grant Assistance Agreement and a Confirmation of Payment Instruction form. After you and your employer have signed the agreement, you will return all of the documents to the Program Administrator. Once the agreement has been signed by the Program Administrator, a copy will be returned to you care of the regional provider.

8. When can I expect to receive my grant instalments?

You will receive your grant instalments after completing each successive year of service under the agreement and presenting documentary proof of completion of required course work and payment of tuition expenses, as long as you are still employed full- or part-time with the regional provider.

9. How is my grant calculated?

On your application form, you will indicate the tuition fees you expect to pay in each year of the qualifying academic program, minus any other grants or awards. Your grant will be calculated based on these estimates and will be subject to the maximum funding and minimum terms prescribed for each study level.

10. What if I am receiving grant assistance and get promoted within the Autism Intervention Program?

If you are receiving grant assistance and are promoted to another position within the Autism Intervention Program, say from Instructor Therapist to Senior Therapist, this does not affect the funding agreement or the grant amounts, providing you continue in the qualifying academic program. You can apply for further grant assistance subsequently, in the new position.

11. What if I am working for one provider, and move to another provider, doing the same job?

The agreement continues in effect as long as you are continuing in the qualifying academic program.

12. What if I completed a qualifying academic program before being hired?

You are still eligible for grant assistance, as long as you completed the program within seven years prior to the date of your application and you meet the other eligibility criteria. You must produce documentary proof of program completion and of total tuition paid minus other grants and awards. This amount will be divided into two or three instalments (not exceeding the maximum permitted) depending on your funding level, and paid to you at the end of each of up to

three years of the funding agreement.

Calculation of the term of the agreement shall include any period of employment within one year of the application date, after factoring in the one-year eligibility period.

13. I am currently enrolled in a qualifying program. Can I receive funding?

Yes. You can still be funded up to the full amount, as long as you remain employed with the regional provider. The funding agreement will extend beyond your actual program completion date by the amount of time you were enrolled in the qualifying program prior to application, and some of your funding will be retroactive.

14. I started working in the Autism Intervention Program before the Grant Assistance Program was announced. Do I qualify?

Yes. Grant assistance is available to all current employees of a regional provider working in the Autism Intervention Program, as long as they meet the eligibility criteria.

15. Are other grants and awards subtracted from my grant amount?

Yes. You must indicate in your application form any grants or other awards received, unless these are already factored in to your tuition payments. These amounts will be deducted from the grant received under the program.

16. I will pay more in tuition fees than the maximum grants indicated. Can I apply for additional funding?

No. Grants are paid for each funding level (depending on the qualifying academic program) up to the stipulated maximum amount, regardless of actual tuition payment. Maximum grant amounts will be periodically reviewed.

17. What if I am receiving grant assistance and decide to take a year off from my studies?

You will only receive payment for coursework completed after providing the Program Administrator with proof of completion along with tuition receipts. So if you take a year off, you won't get paid for that year of the funding agreement. The best thing to do is to contact the Program Administrator and have the agreement

formally extended so that you do not lose a year of funding, as long as the regional provider agrees.

18. What if I take a leave of absence from the Regional Provider I work for in order to pursue a Qualifying Program?

You cannot receive funding for studies taken during a leave of absence. To qualify for funding, you have to be working for a regional provider either full- or part-time. However, you can apply for retroactive assistance when you return to work, as long as you complete the program.

19. If I transfer from one regional provider to another, will the program consider my total employment period with the Autism Intervention Program for the purpose of the one-year eligibility period?

Yes. The total period of time that you have been continuously employed with the Autism Intervention Program will be considered toward the one-year eligibility period provided that there was no break in service.

20. If I have more than one supervisor, who should sign my application/agreement?

The supervisor who signs the application/agreement should be the one who you report to directly. Often, this is the person who signed your letter of offer of employment.

21. If I completed both an undergraduate and a master's degree in the past seven years, can I apply for retroactive assistance for both programs?

If you completed two or more qualifying programs within the past seven years, you must select which program you would like to apply for first and submit your application accordingly. If approved, you may apply for funding for the second program once the first agreement is completed. To be eligible, the second program must have been completed within seven years of the second application date. When applying for the second program, you must provide separate tuition receipts. Joint programs, such as a combined MA/PhD, will be treated as one. All terms and conditions continue to apply.

22. Are faxed applications accepted or do I have to mail originals?

Faxed applications are accepted; however you must also mail the original documents for recordkeeping purposes.

23. Can I include the cost of textbooks in my tuition expenses?

No, textbooks are not considered part of your tuition expenses.

24. If I apply for partial retroactive assistance for a qualifying academic program and am currently on parental leave, can I receive payment for the period of time that I was employed with the Autism Intervention Program?

All retroactive application will be processed according to program terms and conditions. Payments will not be made while the applicant is on leave.

25. Can the term of the legal agreement include half years with the last payment at the end of the half-year? For instance, I completed a four-year program in three and a half years.

All agreements have full-year terms, which are tied to continuous service in the Autism Intervention Program. If you completed a four year program in three and a half years, you will receive a four year agreement and receive the last payment at the end of the fourth year.

26. Where can I go to get more information about the Grant Assistance Program?

Additional information on the Grant Assistance Program is available from the program web site at www.autismgrantprogram.on.ca or you can telephone the GAP administrator at 1-866-989-9299. If you are currently employed within the Autism Intervention Program, the regional provider might also be an important source of information.