

Family Directed Respite

How To Guide

***NEW* for the 2025-2026 funding year**

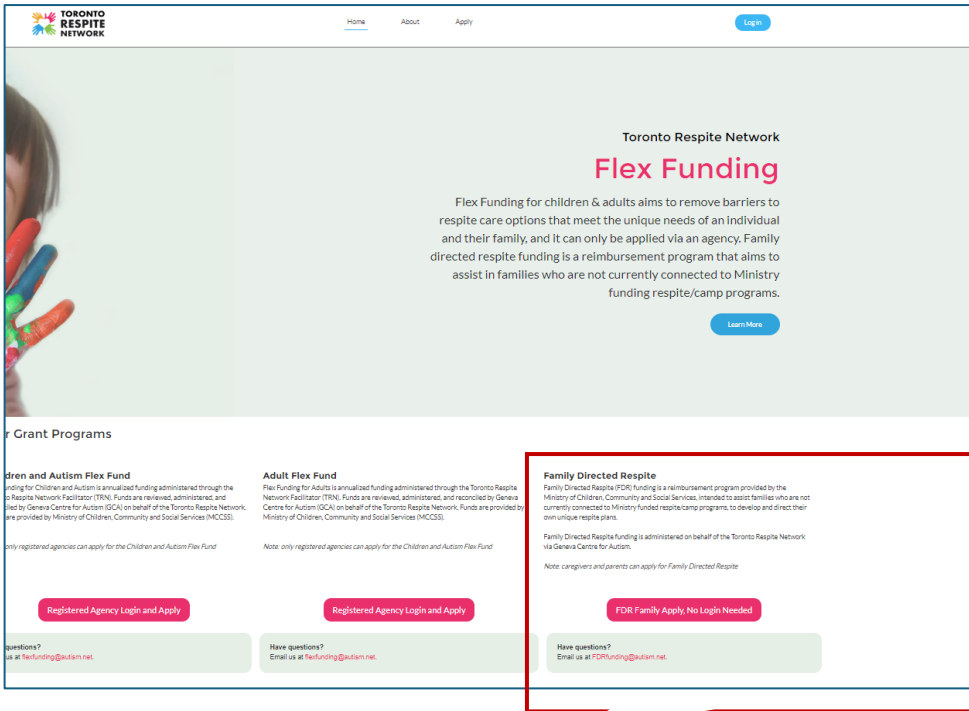
The **application process and reimbursement process will be completed online** this year! Our new online portal was designed to help make the process of applying for funding and submitting your receipts for reimbursement easier and faster.

Please email FDRFunding@autism.net if you have any questions. We are here to help!

Reminder: Applications will NOT be accepted by email (this is a change from last year)

- I. APPLICATION PORTAL
- II. SUBMITTING THE PROGRAM PLAN
- III. SIGNATURES AND LOG-IN
- IV. **FDR PORTAL LOG-IN** (*What do I do after I've submitted my application?*)

New Family Directed Respite Application Portal



Click here to get started

Once selected, read through the next two pages of prompts to ensure you meet all the necessary requirements. If you have any questions, please reach out to fdrfunding@autism.net.

Apply for Flex Fund by following the below prompts:

Please fill in the below information to determine your eligibility.

Child's Information

* First Name

* Birthday

Complete this field.

* Sex

The 3rd page will ask you to fill in the application contact information and eligibility. All of the sections with the red asterisk (*) are required.

Continue to fill in the requested information for the next 2-3 pages. It is recommended to review to ensure that all the information is accurate and correct as you won't be able to go back to your answers**

Submitting the Program Plan

From here you will be filling in your plans for utilizing FDR Funding.

Please ensure that you fill in a separate entry for every Program Plan submission and don't group them all into one submission. You will be able to submit multiple Program plans when you select to create another entry at the bottom of the page.

If you select "Yes" a new blank entry page will open and you can enter the next program for your FDR plan. Once you have entered all of your entries, please select "No" and you will be asked to review the summary of your submission(s). Please ensure that the information is accurate and complete.

Once you have reviewed and selected to proceed you will be asked to submit proof of Address, Diagnosis and Citizenship or Landed status by uploading the documents or Images. These MUST be provided to complete the application. You will have to upload each of these documents separately.

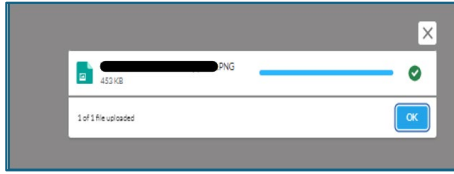
Please upload your Proof of Address document. You may upload multiple documents.

Note: files must be in the following format: .jpg, .png, .pdf, .doc, .docx, .jpeg, .gif

Proof of Address

Select Upload and choose the correct Document. Once you select the upload will

start and once complete click "OK" or "Done"



After you click next, you will be asked to confirm you have uploaded the correct document. Please ensure it is the correct document and click "Submit File" to proceed to the next prompt.

SIGNATURES AND LOG-IN

The Next page will be the release of information confirmation and signature page. Please read through and sign if you agree to the terms. The date will populate automatically.

I, agree with the above and acknowledge that I have read the Family Directed Respite Funding guidelines and eligibility. I certify that the information provided is true and correct and I am not accessing Ministry of Community, Children and Social Services funded respite activities.

* Parent / Caregiver Name * Date

name Jan 13, 2025

Once you have signed, the next and final page is the agreement to the FDR terms. Please read through and sign if you agree to the terms. The date will populate automatically.

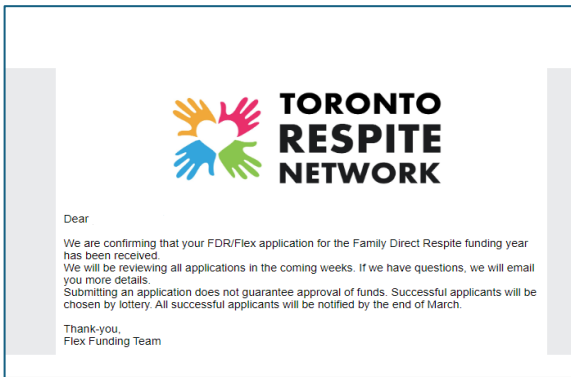
I/WE HAVE READ AND UNDERSTOOD ALL OF THIS AGREEMENT AND RELEASE AND I/WE AGREE TO ALL OF ITS TERMS.

* Parent / Caregiver Name * Date

Name Jan 13

Once you have submitted your application you will receive a confirmation email to the email address you provided at the beginning of your application. If selected by the lottery system, you will receive two emails.

- 1) with the subject line “*We have an update on your application*” with notice that your application was approved,
- 2) With the subject line “*Welcome to Flex Fund*”. This email will contain a link that you will use to create your Login information



FDR PORTAL LOG-IN



Change Your Password

Enter a new password for @gmail.com.
Make sure to include at least:

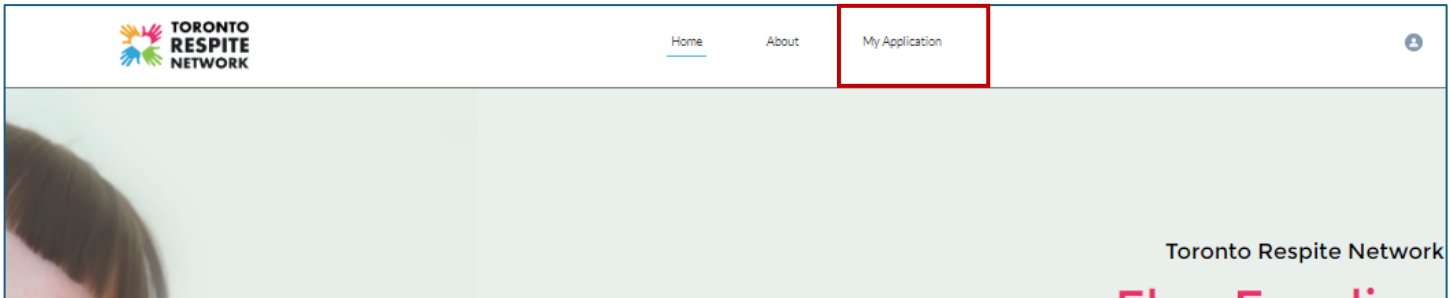
- 8 characters
- 1 letter
- 1 number

* New Password

* Confirm New Password

You will click the link from the “Welcome to Flex Fund ” email you’ve received and you will be asked to reset your password. Please reset your password with the requirements listed. Once you have entered your new password, you can select change password, and you will be redirected to the FDR & Flex Funds home page.

You will be automatically logged into your account, and you will be able to select your profile or the “My Application” option to go to your FDR application. This is where you will need to go each time to submit receipts for reimbursement.



MY APPLICATIONS		
Funding Request Name	Status	Client Tracking Number
- Family Direct Respite	Awarded	

[View All](#)

To view and enter receipts, please select the application name under “Funding Request Name”

Your application summary will be detailed below here. Please note you cannot make any edits to your application.

To upload receipts, make changes to your plan (change camps, add or remove program plan etc.), or to return funds, please select the “start” button located below “After application is submitted” on the right side.

Follow the prompts just like the Proof address section and upload your documents

[+ Follow](#) [Edit](#)

After application is submitted:

Click start to upload an invoice for reimbursement, make changes to your plan, or return funds.

Note:

- An Invoice must be uploaded in order to be reimbursed
- You must inform GCA if there are changes to how you plan on using the funds
- If you will not be using this funding, or will only use a portion, please inform our team asap

Requirements represent how you plan on using the awarded amount. If you need to make changes to your plan, please follow the above prompts.

Requirements (1)		
Requirement Na...	Type	Status
Test Program Sv...	Fees	Submitted

[View All](#)

If the FDR team have any questions about your receipts, we will reach out via email

MY APPLICATIONS

Funding Request Name	Status	Client Tracking Number	Created Date
Family Direct Respite	Fully Disbursed		14/01/2025 5:03 p.m.

[View All](#)

Once you have submitted all of your receipts and have used up the allocated funding, you will see the status of your application change to "Fully Disbursed".

If you have any questions about program eligibility, payment or processes, please reach out to us at FDRFunding@autism.net.