



Children and Youth Disability Benefit Invoicing Pathway Operational Policy for Agreement Signatories

Version 1.0

August 2026



Overview	3
Invoicing Pathway	3
Use of the Annual Funding	4
Services Provided by a Health Professional or Services Provider	4
Eligible Services	5
Ineligible Expenses - Services	6
Equipment, Supplies, Travel, and Training	8
Equipment and Supplies	9
Training	12
Travel expenses to access disability-related supports in B.C.	12
Requests for Reconsideration	14
Administration of Annual Funding	14
Request for Services Form	14
Invoicing	14
Reimbursement or Payment: Request for Equipment, Supplies, Travel, or Training	15
Questions or Feedback	16
B.C. Child and Youth Disability Benefit Team	16

Overview

The Children and Youth Disability Benefit (the “**Disability Benefit**”) is a non-income-tested funding program administered by the Ministry of Children and Family Development (the “**Ministry**”) for approved children and youth between the ages of 0-19 who have the highest, enduring functional support needs. The Disability Benefit entitles a child or youth to an annual funding amount (the “**Annual Funding**”) based on the child or youth’s assessed support needs.

To access the Disability Benefit, a guardian of an eligible child or youth must apply to the Disability Benefit program and enter into an agreement with the Ministry (the “**Disability Benefit Funding Agreement**”) respecting the entitlement, use, and disbursement of the Annual Funding. The Disability Benefit Funding Agreement must be signed by a guardian with legal care, control and supervision of the child or youth for whom the Annual Funding will be used (and that guardian will be the “**Agreement Signatory**”).

The Annual Funding is tiered based on the child or youth’s level of need and must directly benefit the child or youth and be used for disability-related supports that aid the child or youth’s daily life and functioning, in accordance with the applicable Disability Benefit Funding Agreement and this policy. As described in the applicable Disability Benefit Funding Agreement, the Annual Funding is payable over the course of a Disability Benefit period (the “**Disability Benefit Period**”) and is renewed at the beginning of each new Disability Benefit Period.

The administration of the Disability Benefit is guided by the following two principles:

1. Supports must be disability-related: These are supports that are required because of a child or youth’s disability and that address disability-related needs.
2. Supports must support a child or youth’s functioning and daily life.

Invoicing Pathway

This policy is for Agreement Signatories accessing the Disability Benefit on behalf of their child or youth by engaging directly with service providers who then invoice the Ministry directly (the “**Invoicing Pathway**”). Through the Invoicing Pathway and in accordance with the applicable Disability Benefit Funding Agreement and this policy, the Ministry will apply the child or youth’s Annual Funding to pay for these invoices directly.

Under the Invoicing Pathway and in accordance with the applicable Disability Benefit Funding Agreement and this policy, the Ministry may also reimburse the Agreement Signatory for eligible equipment, supplies, training and travel expenses that they incur, or directly pay third parties who provide eligible equipment, supplies, training or travel.

This policy forms part of the Disability Benefit Funding Agreement that is used for the Invoicing Pathway.

This policy outlines eligible and ineligible expenses, and how the Annual Funding is distributed and administered. It also details the required steps, forms, and documentation required to be filled out for the Ministry to make payments of the Annual Funding on either an invoicing or a reimbursement basis.

This policy may be reviewed and updated by the Ministry from time to time, particularly as the Ministry moves through transitioning children and youth on the current Children and Youth with Support Needs (“**CYSN**”) caseload to the Disability Benefit, with full implementation planned for April 2027.

Use of the Annual Funding

As set out in the Disability Benefit Funding Agreement, the Annual Funding may be used for expenses for:

- a. eligible services (the “**Eligible Services**”); and
- b. eligible equipment, supplies, travel, and training (the “**Eligible ESTT**”)

where such expenses were incurred during the Disability Benefit Period for which the Annual Funding is available.

The Annual Funding may not be used for expenses that are not for Eligible Services or Eligible ESTT (“**Ineligible Expenses**”).

Services Provided by a Health Professional or Services Provider

The Annual Funding may be used to cover expenses for services that address disability-related needs and supports a child or youth’s functioning and daily life, as further described in this section.

The use of the Annual Funding for services must comply with the Disability Benefit Funding Agreement and this policy, and services must be delivered by a person who is at least 19 years of age. These services must also address at least one of the following, which must be as indicated on the Request for Services (RFS) form that is submitted to the Ministry:

- Assist the child or youth in the maintenance or improvement of functional skill;
- Support rehabilitation needs; and/or
- Assess, treat, supervise, or intervene in relation to a child or youth’s disability-related needs.

For clarity, the RFS must be submitted to, and approved by, the Ministry before the expenses related to services can be incurred for the purposes of payment through the Annual Funding.

Eligible Services

The Annual Funding can be applied to expenses related to the following Eligible Services:

- A.** Pediatric therapies provided by one of the following:
 - Registered Occupational Therapist
 - Registered Physiotherapist
 - Registered Speech Language Pathologist
- B.** Mental health assessments, counselling, and treatment provided by one of the following:
 - Psychologist
 - Psychiatrist
 - Psychiatric Nurses / Nurse Practitioner with Mental Health Specialization
 - Canadian Certified Counsellor
 - Registered Clinical Counsellors
 - Registered Marriage and Family Therapists
 - Registered Social Workers / Registered Clinical Social Worker
- C.** Services provided by a behavior analyst or consultant. Behaviour analysts and behaviour consultants must demonstrate appropriate training, education, and experience in behaviour assessment, behaviour support planning, or behaviour intervention. The Ministry may require documentation of relevant post-secondary education, professional certifications, training, and work experience to determine their eligibility to provide the services as a service provider.
- D.** Services provided by a behaviour interventionist, if such services are supervised by a service provider listed in paragraphs A, B or C of this section to support the implementation of a child or youth's behaviour intervention plan or services delivered by the supervising service provider.
- E.** Registration costs for life skills, social skills, recreational, or community programs, including specialized or adaptive and/or inclusive programs.
- F.** Services provided by an inclusion support worker to support participation in life-skills, social skills, recreational or community-based programs or activities.
- G.** Services provided by a respite care provider who has the skills and knowledge to support the child or youth's disability related needs.
- H.** Services provided by music and art therapists accredited by and in good standing with the Music Therapy Association of B.C. or B.C. Art Therapy Association.

- I. Out-of-school learning support or tutoring that is not part of the K-12 education system or provided during the instructional day.
- J. Translation and interpretation services provided by a trained or certified translator or interpreter.
- K. Diagnostic assessments.
- L. Genetic Testing. The Annual Funding can cover genetic testing where applications were submitted to the B.C. Medical Services Plan by the child or youth's medical geneticist, pediatrician, sub specialist, or psychiatrist but were denied by B.C. Medical Services Plan.
- M. Reimbursement for fees charged by regulated health professionals to complete applications required for disability-related programs and services.
- N. Other disability-related services that are not listed above may be approved by the Ministry in its sole discretion if the service is (1) provided by a health professional who is governed by a regulatory body in B.C., (2) not an Ineligible Expense as indicated by this policy, and:
 - Assists the child or youth in the maintenance or improvement of functional skill;
 - Supports rehabilitation needs; and/or
 - Assesses, treats, supervises, or intervenes in relation to a child or youth's disability-related needs.

Requests for approval for the services contemplated in this paragraph N will be reviewed by the Ministry and require additional justification from the child or youth's health professional. Decisions will be guided by the outcomes framework described in the Equipment, Supplies, Travel, and Training section below.

Ineligible Expenses - Services

This section identifies what types of services the Annual Funding cannot be used for. While many services may be considered disability-related and support a child or youth's functioning in daily life, some expenses related to a service are excluded from the Disability Benefit to:

- Prevent duplication of services;
- Avoid undermining or overlapping with other existing programs and services;
- Ensure the Annual Funding is used for safe and evidence-based supports; and
- Reduce the risk of fraudulent or inappropriate use of the Annual Funding.

Previously Provided Services

As set out in the Disability Benefit Funding Agreement, the Annual Funding available in a Disability Benefit Period may only be applied to expenses for services incurred during that Disability Benefit Period.

Parent, Guardian, Household Member

As set out in the Disability Benefit Funding Agreement, the Annual Funding cannot be used to pay, as a service provider, the child or youth's parent, guardian, Agreement Signatory, or any person who lives in the same household as the child or youth.

Services received outside of B.C.

The Annual Funding cannot be used for services received outside of B.C.

In the case of virtual services: (1) a child or youth must be in B.C. to receive the services; and (2) the service provider must be payable through a Canadian bank account in Canadian dollars and must be duly registered with the applicable regulatory body in B.C. if they are providing services that are regulated in B.C.

Unsafe, Unresearched and non-evidenced based interventions or services

The Annual Funding cannot be used for unsafe, unresearched and non-evidenced based interventions or services, as determined by the Ministry based on a literature review and/or a review of research and evidence.

Medical and Nursing Services

The Annual Funding cannot be used for services that are provided by, or funded through, the public health care system, including any medical and nursing services.

Education and School-Based Services (K-12)

The Annual Funding is intended to support a child or youth's disability-related needs outside of the K-12 education system. Therefore, the Annual Funding cannot be used for any of the following:

- Independent and/or private school tuition fees and costs; and
- Services, supports, and school-based therapies delivered during the instructional day to support a child or youth's educational program.

Note that the results and recommendations of assessments funded through the Disability Benefit (including any private psychological or psychoeducational assessments) may not be relied upon by the K-12 education system to determine eligibility for, or the provision of, services within that system. Decisions regarding educational supports, identification in an inclusive education category, and services remain the responsibility of school districts or independent school authorities as applicable.



Child Care

The Annual Funding cannot be used for licensed or unlicensed child care program fees.

Animals

The Annual Funding cannot be used for animal or pets, including the purchase of therapy or service dogs.

Equipment, Supplies, Travel, and Training

Up to 20% of the Annual Funding can be used for equipment, supplies, travel, and training-related expenses to support accessibility, participation, or effective engagement in services.

As set out in the Disability Benefit Funding Agreement and further described in the Reimbursement: Request for Equipment, Supplies, Travel, or Training, section of this policy, all expenses for equipment, supplies, travel and training require approval and a Request for Equipment, Supplies, Travel, or Training (“**RESTT**”) form to be submitted to, and approved by, the Ministry before the expense is incurred, unless such expense is designated as “pre-approved” in this policy. The Agreement Signatory may incur the expense for Eligible ESTT directly and be reimbursed by the Ministry, or the Agreement Signatory may authorize the Ministry to pay the third party providing the Eligible ESTT directly, on an invoicing basis.

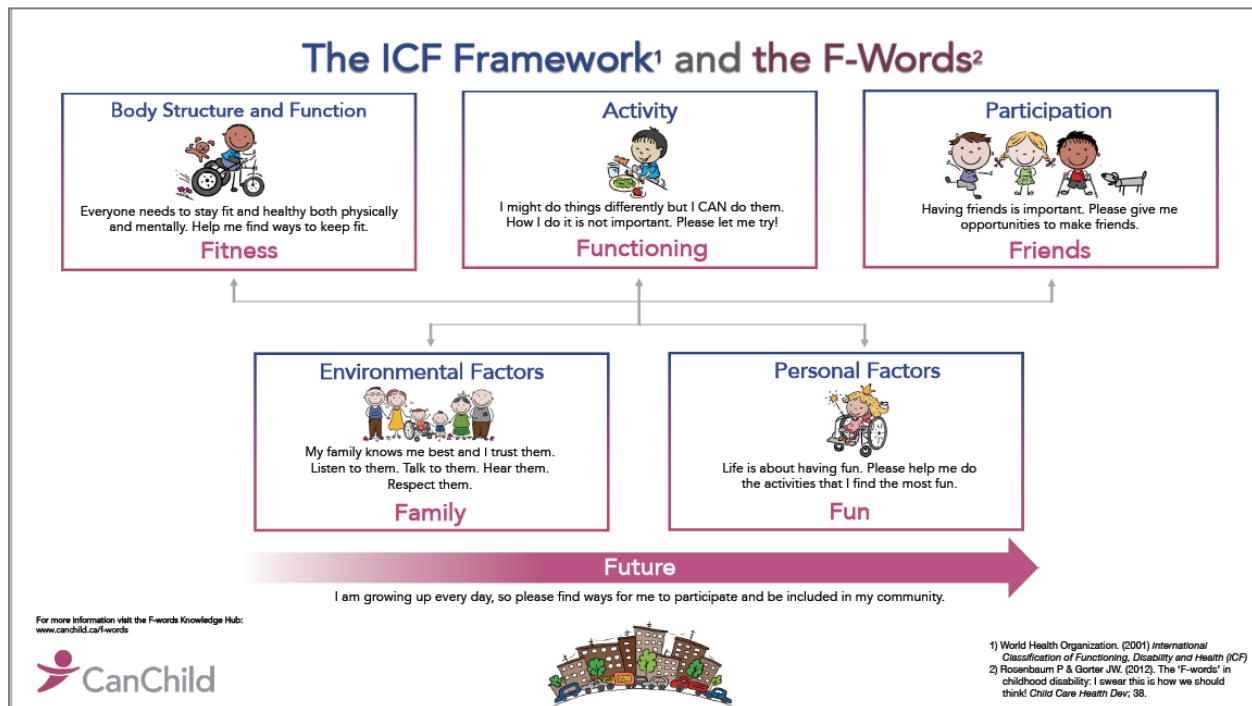
Decision-making for approval of these expenses through the Disability Benefit, uses a child centered outcomes framework (often referred to as the “F-words” or “Our Favourite Words”) which builds on the [International Classification of Functioning, Disability and Health](#) of the World Health Organization.

This approach recognizes that disability-related supports can make a meaningful difference across many parts of a child or youth’s life, such as how they carry out daily activities, how families are supported to meet disability-related needs, opportunities for health and movement, chances to play and have fun, relationships and social inclusion, and preparation for future transitions.

All requests for the Ministry’s approval of expenses must indicate how the expense contributes to the following outcomes, which are also outlined on the RESTT form provided by the Ministry and which are based on the outcomes outlined in the F-words framework:

- a. Functioning (Activity) - supports that build functional skills and everyday activity performance.
- b. Family (Environmental Factors) - supports that equip and sustain caregivers/families to meet disability-related needs.

- c. Fitness (Body Structure and Function) - supports that promote mental and physical health, physical activity, and endurance consistent with the child's abilities and goals.
- d. Fun (Personal Factors) - supports that enable play, and the pursuit of the child's own preferences and interests as meaningful occupations of childhood.
- e. Friends (Participation) - supports that foster participation and social inclusion in everyday settings.
- f. Future - supports that prepare for next transitions and longer-term participation outcomes.



Reference:

Rosenbaum, P., & Gorter, J. W. (2012). The 'F-words' in childhood disability: I swear this is how we should think!. *Child: care, health and development*, 38(4), 457-463. Further information about the F-words, can be accessed at CanChild's F-words Knowledge Hub:
<https://www.canchild.ca/f-words>

Equipment and Supplies

All expenses that are equipment and supplies must, unless they are pre-approved as set out below, be recommended by one of the following B.C. professionals:

- a. Physiotherapist
- b. Speech-language pathologist
- c. Occupational therapist
- d. Registered psychologist

- e. Registered psychological associate
- f. Psychiatrist
- g. Physician
- h. Behaviour consultant or analyst
- i. Other health care professional registered with a regulatory body in B.C., if the equipment and supplies requested are within their professional scope of practice.

If the professionals listed in this section provide regulated services, those professionals must be registered with the applicable regulatory body in B.C.

Pre-approved Equipment and Supplies

Pre-approved equipment and supplies expenses do not require a RESTT form to be submitted to the Ministry before the expense is incurred; instead, Agreement Signatories can directly submit receipts and the Request for Reimbursement form to the Ministry, as set out in the Reimbursement: Request for Equipment, Supplies, Travel or Training section below.

Note that exclusion from the pre-approved expenses list does not, on its own, determine whether an expense is an Eligible Expense or Ineligible Expense.

The following communication and learning tools are pre-approved:

- Communication, educational or skill building apps
- Tablet, phone and laptop accessories (e.g., protective cases, stylus, keyboards)

The following sensory and regulation supports are pre-approved:

- Fidgets
- Chewelry made from safe, food grade materials
- Inflatable therapy balls
- Play couches
- Noise reducing or noise cancelling headphones
- Visual timers

The following play-based learning items are pre-approved:

- Magnetic tiles and other building sets
- Puzzles
- Board games
- Books, including books about disabilities, emotional regulation, or social skills
- Arts and craft supplies

The following executive functioning supports are pre-approved:

- Digital visual calendars
- Visual schedule tools
- Organizational aids that support routines and transitions

The following gross motor and movement supports are pre-approved:

- Low-profile balance beams
- Stepping stones
- Other small, low-risk gross motor items intended for home use

Unless specifically listed above, all other equipment and supplies require that a RESTT form be submitted by the service provider who is recommending the equipment or supply (and doing so is within their scope of professional practice), and that the RESTT form be approved by the Ministry before the expense is incurred. Equipment and supplies must fall under one of the following:

- A.** Augmentative and Alternative Communication (“**AAC**”) supports - AAC is an area of clinical practice within Speech and Language Pathology that uses tools, systems, strategies or devices to help a person who does not rely on oral speech to communicate. AAC supports include low, mid and high-tech devices like pictures, communication boards, tablets, computers and eye gaze devices.
- B.** Specialized clothing - sensory, compression, and adaptive clothing.
- C.** Weighted items - blankets, vests, or other items recommended by the child or youth’s physiotherapist or occupational therapist.
- D.** Nutritional supports - food, vitamins, and supplements recommended by the child or youth’s registered dietitian or pediatrician.
- E.** Thickener, to support feeding and swallowing needs, may be requested by the child’s health care professional who is registered with a regulatory body in B.C. if the supplies requested are within their professional scope of practice. This includes but is not limited to physicians, nurse practitioners, nurses, dietitians, occupational therapists and speech language pathologists.
- F.** Incentives - small items or tokens used to implement service provider recommended strategies to support the child or youth’s progress toward identified goals (e.g., stickers, bubbles).
- G.** Computers, Tablets, Smart Phones - one laptop computer OR one desktop computer OR one touch screen tablet OR one smart phone once every two years.
- H.** Incontinence supplies - for children/youth older than 3 years old not otherwise funded and provided by another program.
- I.** Medical equipment and supplies not provided by another program - note that where requested items overlap with Extended Health Benefits or At Home Program Medical Benefits (the “**At Home Program**”) and caps or limits apply, Annual Funding can be used to top up or cover the difference. Use of Annual Funding to cover price differences does not commit the At Home Program to cover repairs or maintenance of additional items.



Training

Annual Funding may be used for eligible training expenses for a parent, guardian, caregiver, respite worker, behaviour interventionist, or inclusion support worker, who supports how the child or youth's day-to-day needs are met.

The training must be directly related to the child or youth's disability. Eligible expenses include course enrollment and registration fees, eligible travel expenses as outlined below, as well as required educational materials, course materials, and supplies. Training expenses are eligible if prior to incurring the expense, Agreement Signatories have completed and submitted the RESTT form and obtained approval from the Ministry to incur the expense.

Travel expenses to access disability-related supports in B.C.

The Annual Funding may be applied to eligible travel and transportation expenses to access disability-related supports, including services, training, therapy, or medical or clinic appointments in B.C. Supports may be accessed by travelling to a service provider, or where available, by arranging for a service provider to travel to the child or youth's home community. Travel expenses are eligible if:

- a. Prior to incurring the expense, Agreement Signatories have completed and submitted the RESTT form and obtained approval from the Ministry to incur the expense;
- b. The support is not available in the child or youth's home community; and
- c. The round trip exceeds 80 kilometers.

At Home Program Travel Costs

For children/youth eligible for the At Home Program, reimbursement of eligible travel expenses will continue to be provided through the At Home Program.

Where caps or limits apply in the At Home Program for certain travel expenses such as parking and/or accommodation, the Agreement Signatory can use the Annual Funding to top up or cover the difference.

Eligible travel expenses include:

- a. The most cost-effective method of transportation by car, bus, train, ferry or air for the child or youth and one other person from the family home;
* Note: Car transportation is reimbursed at the B.C. Government travel reimbursement rate applicable at the time the travel occurs.
- b. Accommodation to a maximum of \$300 per night for one room;
- c. Parking at the accommodation and parking at the appointment;
- d. Ferry charges;

- e. Reasonable transportation, accommodation, parking, ferry, and other approved travel expenses associated with a service provider travelling to the child or youth's home or community to deliver eligible disability-related services, where the service is not available in the child or youth's home community.

Ineligible Expenses - Equipment, Supplies, Travel and Training

While many expenses could be considered disability-related and contribute to the outcomes outlined in the F-Words framework, some expenses are ineligible for reimbursement or payment using the Annual Funding to:

- Prevent duplication of equipment, supplies, travel and training;
- Avoid undermining or overlapping with other existing programs and services;
- Ensure the Annual Funding is used for safe and evidence-based supports; and
- Reduce risk of fraudulent or inappropriate use of the Annual Funding.

Ineligible Expenses include the following equipment and supplies:

- a. Swimming pools, hot tubs, trampolines, playground equipment
- b. Household appliances
- c. Televisions
- d. Video games
- e. Medication
- f. Medical supplies that are available through other programs administered by B.C.
- g. Food, vitamin, and supplements, except for nutritional support with justification from the child/youth's registered dietitian, or pediatrician
- h. Household utility bills, including phone, internet, gas, and electricity
- i. Installation fees
- j. Weighted items (blankets, vests, etc.), unless recommended by a physiotherapist or occupational therapist
- k. Home and vehicle modifications
- l. Restraint or restraint-like systems

Ineligible Expenses include the following training expenses:

- a. Any training or course that results in accreditations are not eligible.

Ineligible Expenses include the following travel expenses:

- a. Transportation to routine medical or dental appointments that are not related to the child or youth's disability,
- b. Transportation within the city where the child or youth's appointment is that is not specifically transportation to or from the appointment, and
- c. Meals.



Requests for Reconsideration

If a request for Annual Funding to cover a service, equipment, supply, training, travel expense or other expense is denied, the Agreement Signatory will receive the reason for the decision in writing.

After reviewing the reason provided, an Agreement Signatory may request reconsideration of the decision. To request reconsideration, the Agreement Signatory must submit additional information or justification that supports the request. Supporting information may include new information from a service provider.

Requests for reconsideration must be submitted by email to cfed.disabilitybenefit@gov.bc.ca with **"Request for Reconsideration"** in the subject line. The request will be reviewed together with the additional information or justification provided.

Administration of Annual Funding

Request for Services Form

Agreement Signatories must submit a RFS form to the Ministry to allow their service provider(s) to invoice the Ministry for the services they provide.

Agreement Signatories must submit an RFS to cfed.disabilitybenefit@gov.bc.ca for each service provider, for every Disability Benefit Period.

The RFS must indicate the maximum amount that a service provider can invoice during the relevant Disability Benefit Period. Note that this amount can be amended by the Agreement Signatory when necessary, through the submission of a Request to Amend Services Authorization (RtA) form to the Ministry.

Invoicing

After an RFS form has been approved by the Ministry, approved service providers may submit invoices to the Ministry for services rendered. Upon receiving and approving the RFS, the Ministry will send the service provider a form for the service provider to provide their direct deposit information and a sample of the type of invoice the Ministry will require to process a payment.

Service providers must submit invoices to the following e-mail to be processed by the Ministry: cfed.disabilitybenefit@gov.bc.ca.

As noted above, invoices from service providers must be payable within Canada. Payment will be made to service providers by way of either:

- An Electronic Funds Transfer (EFT) or direct deposit into a Canadian bank account;
- or

- A cheque mailed directly to a Canadian address that is not also the address of the Agreement Signatory.

The Ministry will endeavour to pay all invoices to service providers within 30 business days of receipt.

Invoices will be accepted by the Ministry no more than once per month per service provider.

Invoices for future dated services are not eligible for payment under the Disability Benefit. Further, as set out in the Disability Benefit Funding Agreement, the Ministry will not pay invoices for missed or cancelled appointments.

Invoices submitted more than six months past the date of service provision are not eligible for payment under the Disability Benefit. As set out in the Disability Benefit Funding Agreement, the Ministry will not pay these invoices.

Reimbursement or Payment: Request for Equipment, Supplies, Travel, or Training

As noted above, where the application of Annual Funding is requested for equipment or supplies, the service provider who is recommending the equipment or supply, and acting within their scope of professional practice, must complete a RESTT form and submit it to the Ministry for approval.

As noted above, where the application of Annual Funding is requested for travel, or training, the Agreement Signatories must complete a RESTT form with their service provider and submit it to the Ministry for approval. A RESTT form is valid for two years from the date of signature indicated on the form.

Once the RESTT is approved by the Ministry, Agreement Signatories may proceed with incurring the expense for which reimbursement or payment has been approved, so long as the total amount already paid out of the Annual Funding for Eligible ESTT has not exceeded 20% of the Annual Funding. Please note the Ministry does not reimburse for services.

Within six months of incurring the expense (for either a pre-approved expense or an expense for which reimbursement or payment has been approved), Agreement Signatories must complete and submit the **Request for Reimbursement or Invoice Payment** form and attach a copy of their receipt or the invoice. The receipt or invoice must show:

- The date the equipment or supply was obtained or the travel or training was completed;
- Where the purchase or booking was made;
- The amount (including taxes); and

- Proof of payment (e.g., credit card, cash, PayPal, etc.).

Agreement Signatories are responsible for ensuring that the requests for reimbursement or payment for Equipment, Supplies, Travel, or Training expenses total no more than 20% of the Annual Funding.

Reimbursements to the Agreement Signatory or payments to the third party providing the Eligible ESTT will be made by way of either:

- An EFT or direct deposit into a Canadian bank account; or
- A cheque mailed directly to the address of the Agreement Signatory.

In order for the Agreement Signatory to receive reimbursement or for the third parties providing the Eligible ESTT to receive payment via EFT, they must complete and submit the Direct Deposit Application form. The Direct Deposit Application form can be found online, or the Ministry will send the form to the Agreement Signatory upon request.

Questions or Feedback

B.C. Child and Youth Disability Benefit Team

Agreement Signatories who have questions about the Disability Benefit or would like assistance understanding a policy requirement you may contact the B.C. Children and Youth Disability Benefit team at: cfcd.disabilitybenefit@gov.bc.ca

Provincial Access, Information & Resource Services, CYSN (PAIRS)

PAIRS Support Specialists can provide information about the use of Annual Funding, building a support team, or planning for the future.

Assistance is available in English, Chinese, Punjabi, and Tagalog, pending availability. Interpretation services can be arranged in more than 50 languages.

[1-844-878-4700](tel:1-844-878-4700)

PAIRS.Connect@gov.bc.ca

8:30am - 4:30pm (M-F)

Excluding statutory holidays