



FIRST NATIONS
HEALTH CONSORTIUM



SARF Pilot Project Payment Reference Guide for Service Providers

The First Nations Health Consortium helps facilitate payments and provides ongoing and post-approval support for families accessing products and services through Jordan's Principle.

All approvals from the Alberta Region come in the form of an email with a case approval form attached. There are various types of approvals for different services.

Note: All invoices are to be emailed to the sarfaccount@abfnhc.com

All emails should include the following:

- **Email Subject Line to have Child's Name & Case Number**
- **Invoice attached, should include, an invoice number, child's name, case number, service provided and the cost/amount**

Individual Request payments can be processed by cheque, direct deposit and/or credit card. Group Request payments are processed by the Alberta Region Jordan's Principle Team.

Please note:

Services approved by Jordan's Principle are specific to the child indicated on the application therefore Jordan's Principle will only be able to make payment for services rendered for the specific child, in the approval.

Types of Approved Services and Documentation required:

- ✚ ***Assistive Technology (Ex: Chromebook/laptop, iPad, Applications for devices)***
Devices can be purchased by the parent and/or service provider, who then is able to submit for reimbursement.
FNHC SARF staff can order the item and have it shipped to the family. In this situation, SARF Staff would need specific items details on what is being requested.
The budget for a Chromebook/laptop is up to a maximum of \$600.00 including shipping, GST and Eco Fee costs, however there may be an increase in the budget, if the device is a specifically related to the child's needs. Every child's need is different.
For more information on applications (apps) for devices, please contact SARF directly.
When looking for any apps or devices, please ensure all dollar amounts are in Canadian currency.
- ✚ ***Dental (Ex: Dental surgery/work, Orthodontics)***
Service Providers (dentists) will need to submit an invoice or the Standard Benefit Claim Form, which dental/orthodontic offices already have. This form requires 2 signatures (service provider and parents) which also confirms services have been rendered via the 2 signatures.

Toll Free: **1-844-558-8748** | General Inquiries: nochild4gotten@abfnhc.com | Website: www.abfnhc.com

EDMONTON: 17015—105 Avenue NW, Edmonton, AB T5S 1M5 | Fax: (780) 784-8842

CALGARY: 101, 12111—40th St SE, Calgary, AB T2Z 4E6 | Fax: (587) 391-1362

✚ Educational Requests (Ex: Educational Assistants/Teacher's Aids, Tutoring)

When submitting an invoice for these services, we will require the following:

- Child's school/tutor attendance record
- Timesheet from the EA/TA/Tutor, which reflects the hours, including the hourly rate indicating the direct One on One service delivery, specific to the child, before payment will be processed
- Daily Interaction Log – describing activities completed with the child

Example 1 – 1:1 Ratio

Child's Name:	# of Hours x (Hourly Rate) =	Daily Interaction Log
Child	2 hours x (Hourly Rate) =	

Example 2 – 3:1 Ratio

Child's Name:	# of Hours x (Hourly Rate) =	Daily Interaction Log
Child	2 hours x (Hourly Rate) =	
Child	2 hours x (Hourly Rate) =	
Child	2 hours x (Hourly Rate) =	

✚ Reimbursements

Will be processed based on actual receipts provided with the Reimbursement Form filled out. Clients will only be reimbursed for the specific items indicated in the approval email from Jordan's Principle.

✚ Respite

Respite payments will be processed when the Respite Reimbursement Form is filled out, signed by the parent/guardian and the service provider with attached receipts. All information on the form will need to be completed. Respite service providers may also submit invoices with all the appropriate information.

✚ Social Supports (Ex: supplies). Receipts will always be required, once those funds have been distributed and spent. If the funds provided, are not utilized for the specific approved request from Jordan's Principle, then SARF will seek reimbursement from the client/service provider, or the funds may be recovered through other methods.

The Direct Deposit Form and Financial Privacy Consent Form will need to be completed by a vendor or parent/guardian, in order to have any payments processed.

The Confirmation of Product or Service Received Form will be provided when items are shipped to children/youth. This form can be faxed, emailed or mailed back to the FNHC SARF department.

For any other requests approved by Jordan's Principle, please reach out to the FNHC SARF department, on how to submit for payment processing.

Every Approval for a child's specific need is unique.

This document is addressing how payment is processed for approved requests from Jordan's Principle.