



**RCAW**  
Respite Care Association  
of Wisconsin

## **GROUP RESPITE GRANT PROGRAM (GRGP) OVERVIEW**

### **Objective**

To promote quality respite experiences for caregivers and care recipients by offering financial assistance for such programs and attendees.

### **Overview**

The **Group Respite Grant Program (GRGP)** is to provide temporary relief to family members and other primary caregivers caring for an individual (care recipient) with physical or cognitive limitations living at home through a community agency's respite program. Opportunities, as such, benefit both the caregiver and the care recipient. For those who can participate in the program, it grants a short break for caregivers so that they have the opportunity to receive support services, including caregiver support groups, recreational activities, etc. Care recipients can have a chance to engage in short-term, meaningful social, and recreational activities in a secure and supportive setting.

### **Key Definitions**

- **Respite** is taking a short break from caregiving duties, and it allows the caregiver an opportunity to rest, refresh, and recharge,
- **Primary Caregiver:** The unpaid/primary person who assists the care recipient to meet their basic needs.
- **Care Recipient:** The person who requires assistance or supervision to meet their basic needs.
- **Respite Worker/Provider:** The person/agency who provides respite care to the care recipient while the primary caregiver receives respite.
- **Program Manager:** The designated person in charge, can be professional/paid staff or volunteer, that is onsite where the GRGP takes place.

### **Eligible Applicants**

Community-based agencies, health centers, faith-based organizations (i.e., churches, synagogues, mosques,) and other community agencies (can be for-profit or nonprofit) that may be involved in the provision of group respite services to care recipients across

the lifespan. The organization applying for the grant does not need to be a 501c3 charitable organization as we recognize that many collaborations, alliances, and coalitions of like-minded organizations may not be formally formed entities. However, one organization does need to take the lead on the application.

### **Application Parameters**

- Offset costs for respite events, support groups, or other activities that result in respite for the family caregivers and quality respite care for care recipients.
- Provide access to other services for care recipients and their families, such as individual counseling for caregivers.
- Provide programs that will offset costs for siblings, who have a sibling or parent with a disability, to partake in activities or camps to relieve them of caregiving responsibilities and see support from their peers.

### **Application Process**

Please complete the Group Respite Grant Program (GRGP) application and any additional information required based on the nature of your grant request. Grant support is determined on the merit of your application, depending on group size and length of time of activity. The application allows you to make a single event/activity group respite grant request or to support a regular activity or event, i.e., the first Monday of each month, we will be holding a family caregiver support group. Please allow up to 30 days to review & approve a group respite grant application.

### **Staffing and Training**

The program must be staffed by at least one professional paid staff member (such as a social worker, nurse, activities therapist, or adult education facilitator) who is responsible for the supervision of program assistants, which may include volunteers and students. There are to be no more than six participants to each staff member on-site (paid or volunteer). Therefore, the staff to care recipient ratio is 6:1.

RCAW recommends that each staff person/volunteer complete RCAW's free online respite care training, although it is not required. You can register to take the training on our website [www.respitecarewi.org](http://www.respitecarewi.org)

### **Background Checks**

The applicant assumes responsibility for conducting background checks on all staff and volunteers. RCAW recommends the applicant conducts a background check, although it is not required. RCAW has provided information below on how to do so.

### **Information on Background Checks:**

Background Check & Criminal History Information:

<https://www.doj.state.wi.us/dles/cib/background-check-criminal-history-information>

Wisconsin Caregiver Program: Background Checks:

<https://www.dhs.wisconsin.gov/publications/p6/p63159.pdf>

### **Unallowable Expenses**

We do not permit the use of grants for indirect costs or any other costs not directly related to the event/activity described in the application.

### **Sustenance**

Snacks and adequate hydration are always required to be available. If the program lasts through a meal hour (12 noon – 1:00 pm, 5:30-6:30 pm), a proper meal is required to be served. *A proper meal consists of fruits, vegetables, grains, dairy, and protein foods.* If the program lasts longer than 4 hours, a healthy snack and a meal are mandatory for care recipients.

If a care recipient has a special dietary need or needs assistance with feeding, it is the responsibility of the applicant and the family caregiver to educate the staff and volunteers accordingly.

### **Medications**

- Medications cannot be administered to participants by group respite program staff (paid or volunteers) while participants attend the group respite program.
- Participants may self-administer medication while in attendance at the group respite program. Drugs, whether prescription or over the counter, must be in their original bottle or container. Program Managers (see definition above) are permitted to open a medication bottle or container if requested by a participant. Program Managers can provide verbal cues to participants in the self-administration of medications. Program Managers are not permitted to remove medicines from bottles or containers or calibrate medications and hand to participants for participants to self-administer.
- Participants are not permitted to have medications on his/her person while in attendance at the group respite program. Prescriptions must be kept in a locked location and are to be retrieved only by the Program Manager.

### **Facility and Program Setting**

- **Facility**

**Note:** By signing the application, the applicant agrees that they meet the above requirements contained in this overview, and by signing, they certify this to be

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accurate/true. RCAF could request proof of those as mentioned requirements, but it not a requirement at the time of the application.

The facility is required to have enough space to accommodate the program participants, activities, and services. Accommodations for participants who do not wish to participate in group activities are required. Facility requirements are as follows:

- ❖ The space complies with all applicable local, county, state, and federal building regulations, zoning, fire and health codes, or ordinances.
- ❖ The facility is accessible to individuals with physical disabilities.
- ❖ An identified safe outside area must be available for the arrival and departure of participants.
- ❖ Inclement weather arrangements are available, with a sheltered entrance, the availability of large umbrellas, someone to shovel ice or other barriers to safety, etc.

- **Program Setting**

The program setting is required to facilitate safety, comfort, mobility, and independence. Program Setting requirements are as follows:

- ❖ The portion of the building utilized for a group respite program (Program Setting) is required to provide a minimum of 40 square feet of indoor space per participant, with written policies stating the maximum number accommodated.
- ❖ Furnishings must include sturdy, comfortable chairs or sofas for informal interaction by all participants.
- ❖ An appropriate number of chairs and tables for all participants to engage in table activities is required.
- ❖ The Program Setting has two available restrooms. At least one of which is accessible to individuals with physical disabilities and is ADA compliant.
- ❖ A minimum of one accessible toilet shall be available for each 12 adults (including staff, volunteers, and participants) in the program area.
- ❖ The areas in the Program Setting must have adequate lighting for the safety of the participants.
- ❖ The program has access to space where caregivers, staff (paid and volunteer), or participants may have private conversations.

- ❖ The Program Setting is smoke-free.
- ❖ The Program Setting is clean, with no visible dirt or dust on the floor or furniture.
- ❖ Flooring is conducive to safety — no throw rugs.
- ❖ A telephone is available during the program's operational hours.
- ❖ The Program Setting has adequate heat and air conditioning for year-round use.

**Note:** Respite is not a licensed program, and as long as there is no overnight respite provided, the facility where respite occurs also is not required to be a licensed facility.

**If overnight respite occurs**, then the applicant assumes responsibility for having a properly licensed facility for serving said care recipients. **Applicants must provide a copy of the facility license in the application.**

### **Application Review**

RCAW will review your request and respond to you in writing either approval of the application with the next steps or respond in writing of the denial of your request and reasons why some reasons or issues may be correctable.

### **Conflict of Interest**

The applicant warrants that, to the best of its knowledge and understanding, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to the individual or organizational having a conflict of interest. A conflict of interest, for example, could be a situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest. If you wish to lookup more information on this, you can read more at

<http://www.businessdictionary.com/definition/conflict-of-interest.html>

### **For additional information regarding the GRGP application/proposal, please contact:**

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