



Caregiver Respite Grant Program Overview, Policy and Procedure Form

Objective: The CRGP is to support primary caregivers who cannot be served by other caregiver support programs or LTC waiver programs by providing funding for up to five days of respite care in ninety days. Applicants can reapply after ninety days, up to four times a year.

Policy: Applicants must provide all necessary documentation for grant request reviews. These documents include, and not limited to, the Eligibility Criteria Form, Supporting Documentation Form, Application, and the Grant Report. Applicants can apply for the CRGP up to four times a year. Secondary grants will not be approved unless the applicant has completed the Caregiver Experience Survey.

Those reapplying for the Caregiver Respite Grant Program must submit an updated Eligibility Criteria Form and update supporting documentation before each grant request.

Step 1: The Eligibility Criteria Form and Supporting Documentation Form

- Complete and return both forms to RCAW,
- RCAW will review both forms and let you know if you can move onto the next step.

Step 2: The Application

- Submit completed application,
 - The Respite Grant Budget and total dollar amount of the request (page 2 of application) must be completed for RCAW to approve the request.
- Wait for the application approval/denial letter before moving forward with respite care.

Step 3: Grant Report Form

- After the applicant receives respite care, the respite care provider needs to complete the Grant Report Form, verifying date of services, length of time, and rate.
- The CRGP applicant must complete the total dollar amount section,
- Both the respite care provider and the primary caregiver must sign this form and submit to RCAW,
- If the applicant chooses to use a facility or agency, please use page 2 of the Grant Report,
- RCAW will then send a check to the CRGP applicant to reimburse the respite provider.
- If the applicant chooses an agency or facility-based environment for respite care, RCAW will send the check directly to the agency or facility.

Step 4: Caregiver Experience Survey

- Applicants must complete the survey before applying for future CGRP application requests,
- The link for the survey is on the RCAW website – www.respitecarewi.org

Additional Resources on the RCAW Website

- Sample care agreement,
- KIT (Knowledge, Ideas, and Tools) for Primary Caregivers,
- How to Hire, Train, and Retain Respite Providers.

Definitions:

Applicant: The primary caregiver or care recipient, requesting funds for respite services from RCAW through the CRGP.

Care Recipient: The person who requires assistance or supervision to meet their basic needs.

Emergency Respite Care: An unexpected event that requires immediate respite care for the primary caregiver and care recipient.

Grant Report Form: The Grant Report must be completed for RCAW to provide funding to the primary caregiver to receive respite care. RCAW is not the employer of the respite care provider, and this form is not an employment timesheet.

Primary Caregiver: The unpaid/primary person who assists the care recipient to meet their basic needs.

Respite Care: A short break from caregiving duties, which allows the primary caregiver an opportunity to rest, refresh, and recharge.

Respite Grant Budget: On page 2 of the CRGP application, which outlines the fiscal request by stating dates, times, total days, and full grant request.

Respite Worker/Provider: The person/agency who provides respite care to the care recipient while the primary caregiver receives respite.

The payer of Last Resort: RCAW will only pay for respite services if there are no other sources of payment from other caregiver support programs.

Agency or Facility: The provider is employed through an agency and provides respite care in the care recipient's home. Or the facility-based environment in which the care recipient stays during the respite care for the primary caregiver.

Supporting Documentation Form: This is required to be completed by the applicable ADRC or county, showing that other supportive programs cannot serve the applicant. Appropriate supporting documentation will state that the applicant:

1. Is not expecting to receive services or approval within thirty (30) days of the application or is on a waitlist,
2. Has been denied Long- Term Care Waiver support(s) or other programs that provides respite services,
3. Has been approved for Long- Term Care Waiver support(s) or other programs that provide respite services and will exhaust funding from said programs,
4. Has applied and is receiving LTC-Waiver supports, and the applicant needs the flexibility to hire a family member or friend that is not covered by current funding supports.
5. Has not applied for a Long-Term Care Waiver support(s), because they are ineligible for other supports.

Terms and Conditions:

- 3
- a) RCAW's CRGP is the payer of last resort for primary caregivers/care recipients who are not able to be served by other caregiver support programs. Or those who do not qualify for other caregiver support programs that assist with respite care.
 - b) There is no age requirement of the care recipient. This program is available across the lifespan, meaning children, adults, and the elderly.
 - c) The Supporting Documentation Form regarding the aforementioned is required to be obtained by the applicant from the County, ADRC, etc.
 - d) This grant serves primary caregivers to receive respite from caregiving duties. This grant does not fund housekeeping, lawn care, snow removal, etc.
 - e) This grant can provide funding for up to five days of respite care in ninety days, and applicants may apply up to four times per year.
 - f) Reapplying applicants must provide updated supporting documentation,
 - g) RCAW will not dictate who provides respite services. Primary caregivers can hire friends, family, providers from an agency, or bring the care recipient to a facility-based environment to receive respite.
 - h) CRGP applications will not be approved if the Respite Grant Budget portion of the form is blank, as RCAW cannot approve applications without knowing the monetary amount that the applicant is requesting.

- 4
- i) RCAW is not the employer of respite providers and will not pay them directly. The applicant receives approved grant funds, and the applicant then pays the respite provider.
 - j) RCAW will directly pay provider agencies or facilities.
 - k) Approved applicants will receive grant funds for respite services once a respite provider has provided the services, and the Grant Report Form is returned to RCAW. Both the primary caregiver and respite provider must sign the form as a way to verify services have been provided, including dates, times, and costs.
 - l) We ask for your social security number at the time of application for those who received grant funds of \$600 or more. RCAW must issue a 1099 Misc. for that year. If you receive a grant and we did NOT pay you directly (\$600 or more in a given year), you will NOT receive a 1099 Misc. from RCAW. Also, if you receive a grant, and we paid the care facility/agency directly, regardless of the amount, you will not receive a 1099 Misc. from RCAW.
 - m) RCAW will send awarded grant funds to the primary caregiver no later than 15 days after RCAW has received the Grant Report Form.
 - n) If it is suspected or determined that RCAW's CRGP funds are received fraudulently, the applicant will be held accountable, including but not limited to repaying grant funds, or suspension from the CRGP.
 - o) There is currently no max amount that primary caregivers can receive. RCAW will determine what is appropriate based on the care recipient's acuity and credentials of the provider. CRGP applications are reviewed on a case by case basis.
 - p) There are no limits on individuals who can apply; they must be the primary caregiver of a care recipient.
 - q) RCAW's board of directors will review any disputes that CRGP applicants have and will provide resolution requirements for RCAW.

Disclaimer: RCAW is not the employer of respite care providers. (RCAW) is not providing any direct or indirect services. The applicant of the CRGP shall hold harmless and indemnify RCAW and any of its' representatives for any damages or liabilities incurred utilizing the CRGP. An applicant might be denied funding, and encouraged to reapply at a later time, should RCAW determine the applicant's Long-Term Care Waiver support(s) or other program funding has not been fully exhausted. Applications will be approved on a case-by-case basis, based on the merits of the application, acuity of the care recipient, geographic location, available resources, with the intent of preserving grant funds for those most in need.