Caregiver Respite Grant Program (CGRP) Overview Form

Objective: RCAW’s CRGP is to support family 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.

Step 1: The CRGP Eligibility Form and Supporting Documentation

- Send RCAW Eligibility Criteria Form, and,
- Supporting documentation (from the county or ADRC) regarding the applicant’s status (i.e., approval/denial/exhausted funds) with Long-Term Care waiver(s) or other caregiver support(s) programs,
- CRGP applicant will be notified within seven days by RCAW if they should move onto Step 2.

Step 2: The CGRP Application

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

Step 3: Grant Report Form

- Once respite has been provided, the respite care provider needs to complete the Grant Report Form, verifying date of services and length of time,
- CRGP Applicant must complete the total dollar amount section,
- Both respite care provider and caregiver must sign this form,
- Submit to RCAW,
- RCAW will then send a check to the CRGP applicant to reimburse the respite provider.

Step 4: Satisfaction Survey

- Applicants must complete and turn in the satisfaction survey before applying for future grant application requests.

Additional Resources Provided

- Free online state-approved core care curriculum offered – Wisconsin Lifespan Respite Training,
- Additional specialized training opportunities offered,
- Sample care agreement provided,
- Information on how to hire a respite care provider and access to free online training.
Definitions:

**Applicant**: The unpaid/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.

**Grant Report Form**: The CRGP Grant Report is supporting documentation 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 total grant request.

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

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

**Provider Agency or Facility**: The person who is employed through an agency and provides care to the care recipient in their home, or the facility-based environment in which the recipient stays during the respite care for the unpaid/primary caregiver.

**Supporting Documentation**: A document provided by the county or ADRC to the applicant or RCAW stating the applicant:

- Has **applied** for Long- Term Care Waiver support(s) or other programs and **is not expecting to receive services or approval** within thirty (30) days of this application.
- Has **applied** for and been **denied** Long- Term Care Waiver support(s) or other programs that provides respite services.
- Has **applied** for and been **approved** for Long- Term Care Waiver support(s) or other programs* that provides respite services and has exhausted or will exhaust funding from said programs.
Terms and Conditions:

a) Respite Care Association of Wisconsin’s (RCAW) Caregiver Respite Grant Program (CRGP) is the payer of last resort* for primary caregivers*/care recipients* who’ve already applied for 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) Supporting documentation* regarding the aforementioned is required to be obtained by the applicant from the County, ADRC, etc.

d) This grant is meant to serve primary/unpaid caregivers to receive respite from caregiving duties. This grant does not fund housekeeping, lawn care, snow removal, etc.

e) This grant may be awarded to provide funding for up to five days of respite care in ninety days, and applicants may apply up to four times per year.

f) 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.

g) CRGP applications will not be approved if the Respite Grant Budget* portion of the application is left blank. RCAW cannot approve applications without knowing the monetary amount that the applicant is requesting.

h) 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.

i) RCAW will directly pay provider agencies or facilities.

j) Approved applicants will receive grant funds for respite services once a respite provider has provided the services and returned the Grant Report Form* 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 cost.

k) Should the grant funds exceed $600, RCAW will provide the applicant with a 1099. The applicant is expected to deliver the 1099 to the respite provider.

l) RCAW will send awarded grant funds to the primary caregiver no later than 15 days after RCAW has received the Grant Report Form.

m) 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.

n) There is currently no max amount that 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.

o) There are no limits on individuals who can apply; they must be the primary caregiver of a care recipient.

p) RCAW’s board of directors will review any disputes that CRGP applicants have and are expected to provide resolution requirements for RCAW. The appeal process is on our website.