

Supplemental Respite Grant Program (SRGP) Overview, Policy and Procedure Form



Objective: The **SRGP** is to **support primary caregivers** who cannot be served by other caregiver support programs or Long-Term Support Waiver Programs (*Family Care, IRIS, CLTS, CCOP, NFCSP, AFCSP, Foster Care, Kinship Care*) by providing **\$250 every ninety days** (up to \$1,000 per year) of funding for supplemental respite services. **Please see the list of specific allowable expenses at the end of this document.**

Policy: Applicants **can reapply after ninety days**, up to four times a year, and must provide all necessary documentation for grant request reviews. These documents include, and not limited to, the Eligibility Criteria Form, Supporting Documentation Form, and the SRGP application.

Eligibility Criteria Form: This form is required to be **completed by the applicant** and sent to RCAW with the Supporting Documentation Form.

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 provide 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**.
6. Is **enrolled in the CLTS/CCOP** programs and would benefit from supplemental services through RCAW funding.

If approved, the applicant must use the supplemental funds **within 90 days** of receiving them. The SRGP **cannot pay retroactively** for goods or services.

Those **reapplying** for the Supplemental Respite Grant Program must submit an **updated** Supporting Documentation Form before each grant request.

Allowable SRGP Expenses:

1. Qualified home modifications: Wheelchair ramps, grab bars, interior and exterior accessible intervention,
 - Does NOT include construction, painting, remodel, or wear-and-tear upgrades.
2. Assistive technology, emergency response systems, home safety interventions,
 - Does NOT include new televisions, new washers/driers, etc.
3. Home-delivered meals or in-home meal preparation.
4. Technology to decrease isolation and increase social engagement.
5. Housekeeping and laundry services.
6. Lawn care and snow removal.
7. Transportation to meaningful or respite activities or medical appointments.

Grant Report:

- Applicants are expected to track expenses via the SRGP Grant Report.
- Each quarter, RCAW will select applicants to audit at random.
- Applicants must keep receipts and invoices for services rendered and purchases made with SRGP funds. If an applicant is chosen for a random audit and cannot provide a completed SRGP Grant report with receipts or invoices, they will immediately be ineligible for future funds and may have to repay RCAW for the SRGP grant funds.

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Step 1: The Eligibility Criteria Form & Supporting Documentation Form

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

Step 2: The Application

- Submit completed application to info@respitecarewi.org,
- Wait for the application approval/denial letter,
- RCAW will correspond with the applicant within 7-10 to notify them if they are approved or denied for the SRGP.

Step 3:

- If approved, RCAW will send a \$250 check to the applicant to spend on supplemental respite services.

Step 4:

- The applicant must use the SRGP Grant Report to track the allowable expenses.

Terms and Conditions:

- a) RCAW's SRGP is the payer of last resort for primary caregivers/care recipients who cannot 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 for 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) Reapplying applicants must provide updated supporting documentation,
- e) RCAW will not dictate who provides supplemental respite services. Primary caregivers and care recipients can self-direct who they hire to provide services.
- f) An applicant may use the SRGP funds to purchase technology (tablets, etc.) to decrease loneliness and increase communication with others.
- g) RCAW is not the employer of service providers and will not pay them directly. The applicant receives approved grant funds and is responsible for paying providers.
- h) We ask for your social security number at the time of application for those who received \$600 or more. RCAW must issue a 1099 Misc. for that year.
- i) If RCAW chooses an applicant for a random audit, and if it is suspected or determined that the applicant used the funds fraudulently, the applicant will be held accountable, including but not limited to repaying grant funds or suspension from the SRGP.
- j) There are no limits on individuals who can apply; they must be the primary caregiver of a care recipient.
- k) Professionals serving primary caregivers should not refer someone to the SRGP based on a lack of contributions and donations for programs like Meals on Wheels (MOW).
- l) RCAW's board of directors will review any disputes that SRGP applicants have and provide resolution requirements for RCAW.

Disclaimer: RCAW is not the employer of service providers. (RCAW) is not providing any direct or indirect services. The applicant of the SRGP shall hold harmless and indemnify RCAW and any of its' representatives for any damages or liabilities incurred utilizing the SRGP. 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.

If you have questions regarding allowable expenses, please contact [Rachel Watkins-Petersen](#)