



## Caregiver Respite Grant Program (CRGP) Overview, Policy and Procedure Form

Effective October 11, 2021, the CRGP Eligibility Criteria Form, Supporting Documentation Form, and the CRGP Application must be submitted via the online grant portal. The portal will go live on our website on 10/11/21\*\*\*

**Objective:** The CRGP is to support primary caregivers who cannot be served by other caregiver support programs or LTC waiver programs (*Family Care, IRIS, CLTS, CCOP, NFCSP, AFCSP, Foster Care, Kinship Care*) by providing funding for up to five days of respite care in ninety days.

**Policy:** All applicants must have an email and create a profile on RCAW's online fillable grant portal. Applicants **can reapply after ninety days**, up to four times a year. The CRGP **cannot pay retroactively** for goods or services. Secondary grants will not be approved unless the applicant has completed the [Caregiver Experience Survey](#).

Those **reapplying** for the CRGP **must submit an updated** Eligibility Criteria Form and updated Supporting Documentation Form before each grant request.

**Step 1: Eligibility Criteria Form (ECF)**— This [ELECTRONIC FORM](#) must be submitted via the online grant portal **by the applicant**.

**Step 2: Supporting Documentation Form**— This [ELECTRONIC FORM](#) 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. Has **applied** for a Long-term Care Waiver or other programs and not expecting to receive services or approval within thirty (30) days of the application.
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**.

**Step 3: The Application**— Once RCAW receives the ECF & SDF, they will notify the applicant via email with the link to complete the CRGP Application. If approved, RCAW will notify the applicant via email of their approval.

#### **Step 4: Grant Report Form**

1. **After** the applicant receives respite care, **the respite care provider** needs to complete the Grant Report Form, verifying the date of services, length of time, and rate.
2. The **CRGP applicant** must complete the total dollar amount section,
3. **Both** the **respite care provider** and the **applicant/primary caregiver** must sign this form and submit it to RCAW,
4. If the applicant chooses to use **a facility or agency**, please use **page 2** of the Grant Report. If the applicant selects a facility or agency for respite care, RCAW will send the check directly to the agency or facility.
5. If the applicant chooses to hire an individual (not employed by an agency), RCAW will then **send a check** to the CRGP **applicant** to **reimburse** the respite care provider.

**Respite Experience Survey** – If an applicant chooses to reapply for the CRGP, they must complete the [CRGP Respite Experience Survey](#).

#### **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 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 that 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:**

- a. RCAW's CRGP is the payer of last resort for primary caregivers/care recipients who other caregiver support programs cannot serve. 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 those above must 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 support applications without knowing the monetary amount that the applicant is requesting.
- 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. The primary caregiver and respite provider must sign the form to verify provided services, including dates, times, and costs.
- l. We ask for your social security number at the time of Application for those who received \$600 or more grant funds. 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. Suppose it is suspected or determined that RCAW's CRGP funds are received fraudulently. In that case, 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 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 later, 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.