



**Overview:** The Caregiver Respite Grant Program (CRGP) supports primary caregivers who cannot be served by other Long-Term Care (LTC) waiver programs or caregiver support programs by funding up to five days of respite care within 30 days.

Examples of LTC waiver programs or caregiver support programs:

- [Children’s Long-Term Support Program \(CLTS\)](#)
- [Children’s Community Options Program \(CCOP\)](#)
- [Family Care](#)
- [IRIS \(Include, Respect, I Self-Direct\)](#)
- [National Family Caregiver Support Program \(NFCSP\)](#)
- [Alzheimer’s Family and Caregiver Support Program \(AFCSP\)](#)
- [Kinship Care](#)
- [Foster Care Support Services](#)

**Emergency Respite:** To learn more about how we can serve individuals in emergency respite situations, please call **608-222-2033** or email [info@respitecarewi.org](mailto:info@respitecarewi.org) with **Emergency Respite** in the subject line.

**Policy:** All applicants must have a valid email address and create a profile on RCAW’s online fillable grant portal. There is currently no max amount that family caregivers can receive. Based on the care recipient's acuity and respite care provider credentials, the family caregiver can apply for what the respite provider charges per hour within a fair market service rate. RCAW reserves the right to ask for additional information and supporting documentation from applicants when approving a grant request to maximize our grant funds to serve the most family caregivers we can. Depending on the number of respite hours and respite providers, overnight stipends may be required vs. an hourly rate.

Depending on available funding, applicants may be able to apply every 90 days, up to four times per year. Please reference the CRGP [webpage](#) for up-to-date grant information. An updated Eligibility Criteria Form and an updated Supporting Documentation Form are required before each grant request. Reapplying applicants will only be approved if they have completed the [Caregiver Experience Survey](#).

RCAW reserves the right to deny CRGP applications, and applicants have the right to appeal using the [Grant Denial Appeal Form](#). If the RCAW Executive Committee denies an applicant’s appeal, the applicant must wait 90 days before reapplying for the CRGP.



**Procedure:**

1. The CRGP applicant completes the [Eligibility Criteria Form](#) (ECF) & the ADRC or County completes the [Supporting Documentation Form](#) (SDF).
2. Once the ECF & SDF have been submitted, RCAW will email the applicant the link to the CRGP application.
3. Once the applicant applies, RCAW will notify them if the application is approved via email with a link to The Grant Report. RCAW will only reimburse the applicant for respite services after the date of the approval email.
4. The applicant submits The Grant Report after the respite care has been provided, and RCAW will send the awarded grant funds. **The Grant Report must be submitted within 14 days of the last date of respite care provided.**

**Terms and Conditions:**

- a. RCAW's CRGP is the payer of last resort for primary caregivers and care receivers whom 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.
- d. This grant serves primary caregivers to receive respite from caregiving duties. This grant does not fund housekeeping, lawn care, snow removal, etc.
- f. Reapplying applicants must provide an updated Eligibility Criteria and Supporting Documentation Form.
- g. Applicants may not hire a respite provider who resides on the same property as the primary caregiver and care recipient.
- 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.
- i. RCAW is not the employer of respite providers and will not pay them directly. The applicant receives approved grant funds, generally, after respite services have been provided, and the applicant then pays the respite provider.
- j. RCAW will directly pay provider agencies or facilities.



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k. Approved applicants will receive the approved grant funds for respite services provided. It is up to the family caregiver (approved applicant) to pay the respite care provider.

l. Applicants need to provide their social security number. For those who received a cumulative of \$600 or more in grant funds in a calendar year, RCAW must issue a [Form 1099-MISC](#) for that year.

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 the application contains misinformation or RCAW's CRGP funds are misused, the applicant will be held accountable, including but not limited to repaying grant funds and/or suspension from the CRGP. RCAW reserves the right to notify the appropriate authorities.

q. A committee of RCAW's board of directors will review any disputes 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 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 case-by-case based on the application's merits, acuity, and the unique needs of the care recipient, geographic location, and available resources, with the intent of preserving grant funds for those most in need.