

Supplemental Respite Grant Program: Overview, Policy, and Procedure



Overview: The SRGP supports primary caregivers who cannot be served by other Long-Term Care waiver or caregiver support programs by providing \$250 per application supplemental respite services. Please see the list of specific allowable expenses at the end of this document. **Depending on funding, caregivers may be able to reapply for this grant a few times a year. Please reference the SRGP [webpage](#) for up-to-date grant information.**

Examples of Long-Term Care waiver 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](#)

Policy: All applicants must have a valid email address and create a profile on RCAW's online fillable grant portal. RCAW reserves the right to request additional information and supporting documentation from applicants when approving a grant request to maximize our grant funds to serve the most family caregivers possible.

An Eligibility Criteria Form (ECF) and an updated Supporting Documentation Form (SDF) are required before each grant request. If approved, the applicant must use the supplemental funds within 60 days. 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.

RCAW reserves the right to deny grant requests at any step of the process at our discretion. RCAW reserves the right to deny SRGP applications, and applicants can 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 SRGP.

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

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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.

If applicants use SRGP funds for a service not listed on the [Allowable Expenses](#), they will immediately be ineligible for future funds and may have to repay RCAW for the SRGP grant funds.

Procedure:

1. The SRGP 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, if eligible, RCAW will email the applicant the link to the SRGP application.
 3. Once the applicant applies, RCAW will notify them via email if the application is approved.
 4. The applicant must use the SRGP [Grant Report](#) to track the allowable expenses. If approved, the applicant must use the supplemental funds within 60 days of receiving them.
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Allowable Expenses: Please reference the [link](#) on the SRGP webpage. If you have questions, please get in touch with [Rachel Watkins-Petersen](#).

1. Qualified home modifications (**does not include construction, painting, remodeling, or wear-and-tear upgrades**) such as wheelchair ramps, grab bars, Interior and exterior accessible intervention,
 2. Assistive technology, emergency response systems, and home safety interventions (**does not include new televisions, new washers/dryers, etc.**),
 3. Home-delivered meals or in-home meal preparation,
 4. Technology to decrease isolation and increase social engagement:
 - For example, tablets/computers to communicate with friends, family, etc.
 5. Housekeeping and laundry services,
 6. Lawn mowing,
 7. Snow removal,
 8. Transportation to meaningful or respite activities or medical appointments.
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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 its representatives for any damages or liabilities incurred utilizing the SRGP. Applications will be approved case-by-case based on the application's merits, acuity of the care recipient, geographic location, and

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available resources, intending to preserve grant funds for those most in need.

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 older people.
- c) The Supporting Documentation Form regarding be obtained by the applicant from the County, ADRC, governmental office, etc.
- d) Reapplying applicants must provide updated Eligibility Criteria Forms and have their representative complete and updated Supporting Documentation Form,
- e) RCAW will not dictate who provides supplemental respite services. Primary caregivers and care recipients can self-direct whom they hire to provide services. However, applicants may not hire a respite provider who resides on the same property as the primary caregiver and care recipient, nor can biological parents be hired as the respite care provider.
- 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) 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.
- i) If RCAW chooses an applicant for a random audit, and it is suspected or determined that the applicant used the funds fraudulently, in that case, the applicant will be held accountable, including but not limited to repaying grant funds or suspension from the SRGP.

If you have questions regarding allowable expenses, please get in touch with [Rachel Watkins-Petersen](#)