



1. Purpose

To establish a clear and fair policy and procedure for emergency use of the Caregiver Respite Grant Program (CRGP).

Emergency use of the CRGP intends to address family caregivers' emergency respite needs by funding caregivers to hire the respite care provider of their choice. It is up to the family caregiver to find the provider.

Definition: Emergency Respite Care addresses the health and safety of the care recipient or the caregiver, thereby placing either at risk or in danger.

2. Scope

This policy and procedure apply to all individuals applying for emergency use of the Caregiver Respite Grant Program administered by Respite Care Association of Wisconsin (RCAW).

DISCLAIMER: RCAW and this grant do not offer medical or legal advice to anyone. The grant and any communications with RCAW are not a substitute for professional medical/psychological advice, diagnosis, or treatment, nor a substitute for any legal, professional advice, emergency response team, or other proper emergency authorities. Do not rely on this grant or any communications with RCAW for urgent medical needs or other life-threatening situations. If you feel threatened, believe someone is in danger, or are experiencing a medical emergency, etc., contact 9-1-1 immediately.

3. Procedure

The applicant/family caregiver completes the [Eligibility Criteria Form](#) (ECF) for the Caregiver Respite Grant Program and indicates urgency by selecting one or more of the following:

- Is the need to prevent abuse and neglect for the care recipient?
- Is the need to prevent a mental health crisis for the caregiver or care recipient?
- Does the caregiver need medical attention in the immediate future?
- Does the caregiver have a medical emergency within their immediate family?

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- Do they need emergency assistance so they can attend a funeral/wake/celebration of life?
- Has there been a loss of employment or a work-related situation?
- Drug or alcohol abuse counseling or support?

Once the ECF has been submitted, and if eligible, RCAW will email the applicant the link to the Caregiver Respite Grant Program application. Once the applicant applies, RCAW will notify them via email if the application is approved and will provide a link to the Grant Report. RCAW will only reimburse the applicant for respite services after the date of the approval email and within 30 days of the application date.

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 seven days of the last date of respite care provided. OR, if funding is needed up front due to the specific emergency, RCAW will require the Grant Report within 15 days of the emergency.

At RCAW's discretion at any point in the application process, RCAW may request additional documentation proving or supporting the urgency indicated. Additional documentation may include, but is not limited to, a note from a county employee, social worker, therapist, doctor, or employer or documentation of a funeral/wake/celebration of life.

4. Policy

An applicant/family caregiver is eligible for **one** grant for emergency respite care without [Supporting Documentation Forms](#) within 365 days.

Additionally, the [Caregiver Respite Grant Program: Overview, Policy, and Procedure](#) and Ineligibility from Grant Program: Policy and Procedure apply to all applicants for emergency use.

5. Grant Program Fraud Statement

RCAW funds the majority of its programs with state and federal funds. RCAW is responsible for ensuring funds are used for their intended purpose and that they are used to meet the goals and objectives identified in the grant. RCAW reserves the right to deny a grant application if it suspects or detects fraudulent information contained on a grant application RCAW also reserves the right to report suspected fraud to the appropriate

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officials, and applicants will be banned from applying for grants in the future. They may be subject to repayment of said grant funds to RCAW. All parties involved in grant fraud can potentially be charged with government grant fraud. Using state and federal grant dollars for unjust enrichment, personal gain, or other than their intended use is a form of theft, subject to criminal prosecution. Read the Grant Program Detailed Fraud Disclaimer.

6. Review and Amendments

This policy is reviewed and updated as needed and necessary to remain relevant and effective.