



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. **Depending on funding, caregivers may be able to reapply for this grant a few times a year. Please reference the CRGP [webpage](#) for up-to-date grant information.**

Examples of LTC waiver programs or caregiver support programs:

- [Children's Long-Term Care Support \(CLTS\)](#)
- [Children's Community Options Program \(CCOP\)](#)
- Children with Medical Complexity (Hospitals in [Madison](#), [Marshfield](#), [Milwaukee](#))
- [Care4Kids](#)
- [Katie Beckett Medicaid](#)
- [Kinship Care](#)
- [Foster Care Support Services](#)
- [Family Care \(Managed Care Organizations\)](#)
- [Include Respect I Self-direct \(IRIS\)](#)
- [Independent Living Supports Pilot](#)
- [National Family Caregiver Support Program \(NFCSP\)](#)
- [Alzheimer's Family Caregiver Support Program \(AFCSP\)](#)
- [Veteran Services](#)

Eligibility Criteria: Applicants must have a [Supporting Documentation Form](#) (SDF) submitted by the ADRC or County stating the applicant has applied for Long-Term Care Waiver support(s) or other programs and:

- Not expecting to receive services or approval within thirty (30) days or is on a waitlist,
- Has been denied,
- Has been approved and has exhausted funding,
- Has applied and is receiving support through CLTS and needs flexibility for supplemental respite services not covered by CLTS,
- Has not applied because they are ineligible.

Caregiver Respite Grant Program: Overview, Policy, and Procedure

Policy: Applicants must have a valid email address and create a profile on RCAW's online fillable grant portal. There is currently no maximum 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. **The CRGP does not award requests for retroactive dates.**

RCAW reserves the right to ask for additional information and supporting documentation from applicants when approving a grant request to maximize our grant funds and serve the most family caregivers possible. Depending on the number of respite hours and respite providers, overnight stipends may be required instead of an hourly rate. Before each grant request, an updated Eligibility Criteria Form and an updated Supporting Documentation Form are required. Reapplying applicants will only be approved after completing the [Caregiver Experience Survey](#).

RCAW reserves the right to deny grant requests at any step of the process at our discretion.

Applicants can appeal denials 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.

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.

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, if eligible, RCAW will email the applicant the link to the SRGP application.
3. Once the applicant applies, RCAW will email them a link to The Grant Report to notify them if the application is approved. 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 7 days of the last date of respite care provided.**



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 yet to be thoroughly exhausted. Applications will be approved case-by-case based on the application's merits, acuity, and unique needs of the care recipient, geographic location, and available resources, intending to preserve grant funds for those most in need.

Emergency Respite Care addresses the health and safety of the care recipient or the caregiver, thereby placing either at risk or in danger. RCAW can be flexible with the CRGP funding to assist families in an emergency. Please contact info@respitecarewi.org and indicate "Emergency Respite" in the subject line or call 608-222-2033.

Emergencies may include, but are not limited to, the following circumstances:

- Is the need to prevent abuse and neglect for the care recipient?
- Is there a 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?
- Do they need emergency assistance to 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?

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 older adults.
- c) This grant serves primary caregivers to receive respite from caregiving duties. This grant does not fund housekeeping, lawn care, snow removal, etc.
- d) Reapplying applicants must provide an updated Eligibility Criteria and Supporting Documentation Form.
- e) 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 employed as the respite care provider.
- f) 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.
- g) RCAW is not the employer of respite providers and will not pay them directly. The applicant generally receives approved grant funds after respite services have been provided, and the applicant then pays the respite provider.
- h) RCAW will directly pay provider agencies or facilities.
- i) Approved applicants will receive the approved grant funds for respite services. It is up to the family caregiver (approved applicant) to pay the respite care provider.
- j) RCAW can only approve applications with the respite care provider's contact name, phone number, and email address. RCAW reserves the right to contact the respite care provider to verify the primary caregiver has forwarded the payment for respite care services. **The applicant will be held accountable if the respite provider of choice cannot verify that they were paid for their care or if RCAW suspects that CRGP funds were used fraudulently.** They will immediately be **ineligible** for future funds and have to repay RCAW for the CRGP grant funds.
- k) 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.
- l) RCAW will send awarded grant funds to the primary caregiver 15 days after RCAW has received the Grant Report Form, or RCAW will send awarded grant funds to an agency 30 days after RCAW has received the Grant Report Form from the agency.
- m) 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 suspension from the CRGP. RCAW reserves the right to notify the appropriate authorities.
- n) A committee of RCAW's board of directors will review any CRGP applicants' disputes and provide resolution requirements for RCAW.