

## Supplemental Respite Grant Program: Overview, Policy, and Procedure



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**Overview:** The Supplemental Respite Grant Program (SRGP) supports primary caregivers who cannot be served by other Long-Term Care waiver or caregiver support programs by providing \$250 per application for supplemental respite items. For specifics, see the [SRGP Allowable Expenses](#) document.

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

Examples of Long-Term Care waiver 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 | Self-direct \(IRIS\)](#)
- [Independent Living Supports Pilot](#)
- [National Family Caregiver Support Program \(NFCSP\)](#)
- [Alzheimer's Family Caregiver Support Program \(AFCSP\)](#)
- [Veteran 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.

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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.

Page | 2 **Grant Report Policy:** Applicants are expected to track expenses via the SRGP [Grant Report](#). RCAW will randomly select applicants to audit, and they will be notified via email. Applicants must keep receipts and invoices for services 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 within seven days, 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](#), or in any other way that violates the SRGP terms and conditions, they will have to repay RCAW for the SRGP grant funds that were improperly spent. If the funds are not returned to RCAW by the date requested, the applicants will be ineligible for any future funds from RCAW.

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### 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.

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**Allowable Expenses:** Please reference [this link](#) on the SRGP webpage. If you have questions, please get in touch with [info@respitecarewi.org](mailto:info@respitecarewi.org)

**Disclaimer:** RCAW is not an employer of service providers. (RCAW) does not provide 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 available resources, intending to preserve grant funds for those most in need.

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### 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) The care recipient's age is not required. This program is available to children, adults, and older people.
- c) The County, ADRC, governmental office, etc., must complete the Supporting Documentation Form.
- 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 employ 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) 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.
- g) 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.
- h) Per the Grant Report Policy (page 2), if an applicant is chosen for a random audit and cannot provide a completed SRGP Grant report with receipts or invoices within seven days, they will immediately be ineligible for future funds. They may have to repay RCAW for the SRGP grant funds.
- i) If it is suspected or determined that the application contains misinformation or RCAW's SRGP funds are misused, the applicant will be held accountable, including but not limited to repaying grant funds and suspension from the SRGP. RCAW reserves the right to notify the appropriate authorities.