

## Healthy Meals, Healthy Minds Grant for Family Caregivers: Overview, Policy, and Procedure



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**Objective:** This initiative was implemented following the [2022 National Strategy to Support Family Caregivers](#), which provides 5 Goals as a road map to a national approach to recognize and support family caregivers. As part of **Goal #3** of [The Strategy, Strengthen Services and Supports](#), we aim to support specifically:

- *Increased person- and family-centered, trauma-informed, and culturally competent services,*
- *Education, counseling, and peer support,*
- *Access to nutritious meals.*

**Overview:** The **Healthy Meals, Healthy Minds (HMHM)** Grant for Family Caregivers supports primary caregivers who cannot be served by other Long-Term Care waivers or caregiver support programs by providing \$250 per application for **Nutritious Meals as Respite** and **Mental Health and Wellness**.

Examples of Long-Term Care waivers 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](#)

**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.

This project is supported by the Administration for Community Living (ACL), U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$490,000 with 75 percentage funded by ACL/HHS and \$142,933 and 25 percentage funded by non-government source(s). The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by ACL/HHS, or the U.S. Government.

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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 HMHM cannot pay retroactively for goods or services.** Those reapplying for the Healthy Meals, Healthy Minds Grant for Family Caregivers 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 HMHM 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 HMHM.

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**Allowable Expenses:** HMHM Funds can **only** be used for the expenses below. If you have any questions about allowable expenses under the HMHM, we encourage you to contact us before making any purchases. Please email us at [info@respitecarewi.org](mailto:info@respitecarewi.org) for assistance.

### 1. Nutritious Meals as Respite

- In-home prepared meals,
- Delivered meal kits (i.e., Hello Fresh, Blue Apron, Orders Up)
- **Does not include grocery shopping, fast food, or restaurant eating.**

### 2. Mental Health and Wellness

- Mental health counseling (in-person or telehealth),
- Wellness classes such as yoga and meditation,
- Gym or community memberships,
- Self-help books,
- Weighted blankets,
- Light therapy, and
- Virtual subscriptions.

**Grant Report Policy:** Applicants are expected to track expenses via the [HMHM 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 HMHM funds.

If an applicant is chosen for a random audit and cannot provide a completed HMHM 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 HMHM grant funds.

If applicants use HMHM funds for a service not listed on the Allowable Expenses or in any other way that violates the HMHM terms and conditions, they will have to repay RCAW for the HMHM grant funds.

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that were improperly spent. If the funds are not returned to RCAF by the requested date, the applicants will be ineligible for any future funds from RCAF.

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### Procedure:

1. The HMHM 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**, RCAF will email the applicant the link to the HMHM application.
3. Once the applicant applies, RCAF will notify them via email if the application is approved.
4. The applicant must use the [HMHM Grant Report](#) to track the allowable expenses. If approved, the applicant must use the supplemental funds within 60 days.

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**Disclaimer:** RCAF is not an employer of service providers. RCAF does not provide any direct or indirect services. The applicant of the HMHM shall hold harmless and indemnify RCAF and its representatives for any damages or liabilities incurred utilizing the HMHM. Applications will be approved on a case-by-case basis 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.

### Terms and Conditions:

- a) RCAF's HMHM 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) RCAF will not dictate who provides supplemental respite services. Primary caregivers and care recipients can self-direct whom they hire to provide services.
- f) RCAF 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.

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- 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 HMHM 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 HMHM grant funds.
- i) If it is suspected or determined that the application contains misinformation or RCAW's HMHM funds are misused, the applicant will be held accountable, including but not limited to repaying grant funds and suspension from the HMHM. RCAW reserves the right to notify the appropriate authorities.

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