



Respite Care Guide

Respite Care provides temporary relief for a primary caregiver, enabling families with children with significant disabilities to take a much-needed break from the demands of caregiving. Respite Care funds may be requested by **Parenting (PAR), Family Strengthening (FS) & Benefits Enrollment (HIE)** providers to address these needs up to 100 hours of in-home care annually. Request must be submitted using the In-Home Support Referral Form and submitted to The Advocacy Network on Disabilities (CCDH).

Referral and Approval Process:

1. **Parenting (PAR), Family Strengthening (FS) & Benefits Enrollment (HIE)** completes In-Home Support Referral form and release of information form for families actively participating in their programs; and emails the referral to The Advocacy Network on Disabilities (CCDH) at ldiaz@advocacynetwork.org, copying their Program Manager (PM).
 - a. When completing the form, be sure to fill out all the demographic information, including the participant's contact information.
 - b. Check off all the items that apply. The condition(s) of the child **must** be indicated.
 - c. When sending the email, documents should be titled AgencyName_Casenumbr
 - d. Referral email should be titled AgencyName Respite Care Referral
 - e. Requests will not be approved without a signed In-Home Support Referral Form and supporting documents.
2. The Advocacy Network on Disabilities (CCDH) will reach out to the participant via email or phone to begin the process within **24** hours.
3. After all documents are received and the process has begun, The Advocacy Network on Disabilities (CCDH) will complete the request within **3** days of completing assessment and receiving proof of diagnosis from the participant.
4. The Advocacy Network on Disabilities (CCDH) will communicate the results of the referral to both the referring agency and the participant via email and include the formal designation letter.

The Advocacy Network on Disabilities (CCDH) will provide payment to the agency or person delivering respite care and document the hours used throughout the approved timeframe.

The Advocacy Network on Disabilities (CCDH) will provide case management or care coordination services to these families if appropriate, based on assessment.