



## Policy Attachment: 16.8 Attachment 1

**Subject: Guidelines to Supplemental Respite Care**

### Additional Information:

#### A. Rules of Respite Care

1. A child's Family Service Worker (FSW) must be informed of any respite plans for a custodial child. Notice may be made via e-mail or by telephone.
2. The rates indicated in DCS Policy 16.29, Resource Home Board Rates, are inclusive of funds for DCS resource parents to pay for up to two (2) days of respite per month or a maximum of twenty-four (24) days of respite per fiscal year.
3. Respite requests that exceed the built in allowance will be considered supplemental respite days and will require pre-authorization from the Executive Director of Regional Support.
4. Any family who provides supplemental respite care for a child/youth in the custody or guardianship of DCS must fulfill all requirements outlined by the department.

#### B. Arranging Respite Care

1. Resource parents who wish to receive supplemental respite services must contact their respective Regional Placement Services Division (PSD)/ Foster Parent Support Unit (FPSU) worker at least seven (7) days prior to the desired date of respite. Exceptions may be made in cases of emergencies.
2. The Regional PSD/FPSU worker will either make arrangements for a supplemental respite provider or may accept the provider requested by the resource parent, provided the requested family is a verified, approved resource family.
3. The Regional PSD/FPSU worker will complete the authorization section of **form [CS-0656, Respite Authorization and Billing](#)**; and obtain approval from the Executive Director of Regional Support. Once approved, the Regional PSD/FPSU worker will fax, mail, or hand deliver the form to the authorized supplemental respite provider.
4. The supplemental respite provider must complete their portion of billing section of **form [CS-0656](#)** and return it to their respective Regional PSD within thirty (30) days of providing the supplemental respite service.

#### C. Paying for Supplemental Respite Care

1. Within five (5) days of receipt of **form [CS-0656](#)**, the Regional PSD/FPSU will verify that the supplemental respite occurred, complete the billing section and submit the original to the DCS Payables unit.

Private provider resource families, who have received respite through their agencies, must adhere to the respite payment process outlined by their agency.

#### **D. Rates and Limits**

1. DCS resource parents have limited respite days built into their foster care board rates; however, DCS may make allowances for supplemental respite payments for situations which require additional respite time.
2. A respite care day is considered any requested period of time, from one (1) to twenty-four (24) consecutive hours in duration.
3. The Executive Director of Regional Support must also approve any respite that extends beyond fourteen (14) consecutive days.
4. Supplemental respite care will be paid at the rate of \$25 per day, per child, and submitted on ***form CS-0656, Respite Authorization and Billing***, with no disruption in the resource parent foster care contract.
5. Private providers may set the rules, rates and limitations of respite for their agency however; they too must receive permission for any respite that extends beyond fourteen (14) days.