



Community Care Resources, Inc.
Partnership in Planning

RESPITE CARE AUTHORIZATION/PAYMENT FORM

Name of Respite Care Provider: _____

Address: _____

City _____ Zip _____

INSTRUCTIONS

1. Complete the youth's name and dates of service. Have your Clinical Case Manager approve your choice of respite provider by initialing in the appropriate column at least one week before respite will occur.
2. The foster child's Foster Parent must sign the form verifying the total amount of time to be paid. **Time must be reported in half or whole day increments.** Please complete a separate form for each foster parent if providing services for more than one foster family.
3. Forward this form to the C.C.R. office for payment of service either by Email, Fax or Mail. Forms received in the C.C.R. office by the 5th of the month will be processed and mailed on the 15th of the same month. Respite Care Providers are **not** to be paid by the foster child's Foster Parent.

Foster Child's C.C.R. Foster Family: _____ **CCM:** _____

<i>Foster Child's Name</i>	<i>Date In</i>	<i>Date Out</i>	<i>Number of Respite Days</i>	<i>Number of Vacation Days</i>	<i>CCM Approval</i>
Total Days					

NOTE: There will be no payment without the Clinical Case Manager's approval. By signing this form I acknowledge that I have read the respite policy on the back side of this form and I acknowledge that I am in compliance with the respite policy and that I have received, read and understand the background information concerning the youth for whom I am providing respite.

 C.C.R. Foster Parent signature

 date

 Respite Care Provider signature

 date

RESPITE POLICY

ALL RESPITE PROVIDERS MUST HAVE COMPLETED THE CCR RESPITE PACKET PRIOR TO PROVIDING ANY RESPITE CARE!

When a youth is placed in respite, the following procedure ***MUST*** occur.

- ◆ An overview of the youth's behavior must be presented to the respite providers. Behaviors that must be disclosed include, but are not limited to; physical aggression, sexual acting out behaviors, fire setting, cruelty to animals, and AODA. The disclosure of these behaviors has to be made even if these behaviors are in the youth's history, but are not presently being demonstrated.
- ◆ Important medical issues or concerns need to be disclosed.
- ◆ Drop off and pick up times of a youth being placed in respite must be made prior to dropping off the youth. You need to stick with these times. Respite foster parents often make plans and depend on you to pick children up at the scheduled time.
- ◆ Clothing and personal items need to be checked prior to going to respite and upon returning from respite by the foster parents.
- ◆ Foster parents must notify respite providers that all youth need to be in sight and/or sound at all times.
- ◆ The following materials must accompany the youth to respite:
 - Medical Services Consent
 - Parent/Guardian Permission Form
 - Privacy Notice
 - MA/Insurance cards
 - Medication and instructions in original containers and medication log
 - Information for Foster Parents – Part A & B
 - Treatment Plan or current Quarterly Review with Supervision & Safety Plan incorporated

If these materials do not accompany the youth, the respite providers are instructed not to take the youth.

- ◆ Foster parents must send enough medication in the original container with the youth.
- ◆ Respite providers are not expected to transport youth to appointments, court hearings, or any other appointments. If transportation has to occur, arrangements need to be approved by the Clinical Case Manager/Clinical Supervisor prior to the youth going to respite. **NOTE: Transportation reimbursement to the respite provider is the foster parents' responsibility.**
- ◆ Respite providers will provide information regarding the youth's behavior in their home to the foster parent. This information may be verbal or written.
- ◆ **Treatment Foster Home Parents, Specialized Group Care Parents or Respite Providers** who provide respite will submit signed forms to the *Community Care Resources, Inc.* Financial Manager at the end of each month.

REMEMBER – All respite must be pre-approved!