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## Who is eligible for Respite Reimbursement?

- The primary caregiver is eligible for respite care funding when, due to a developmental disability of a family member:
  - They have special and continuing responsibilities for care and supervision **beyond what is typically associated with the care of non-disabled persons of the same age.**
  - There is difficulty utilizing ordinary available childcare for a child under the age of 12.
  - There are limited or no natural supports available to help give the primary caregiver relief.
- CHS and/or Department of Mental Health will make final approval for Respite funding based on the referral submitted to CHS by your Service Coordinator.
- Funds may not always be immediately available at which time, the individual will be placed on a waiting list.
- If funds are misused (such as not paying your Respite Provider), the primary caregiver will be at risk of being ineligible for Respite Care funding in the future.



\*\*it is the primary caregiver's responsibility to give the respite provider information on completing W-2's or 1099's.

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## How do I get reimbursed?

- Families complete a CHS Family Support/Respite Reimbursement & Authorization form (Respite forms should be submitted **MONTHLY**) and turned into the CHS Accounting office.
- The forms can be mailed, emailed or faxed Attn: Diane Bahner at Center for Human Services
  - 1500 Ewing Dr., Sedalia, MO 65301
  - dbahner@chs-mo.org
  - Fax: 866-495-6424
- The Reimbursement form should be turned in by the **1st and 3rd Friday** of each month.
- The CHS Accounting office will cut a check and mail it on the **2nd and 4th Friday** each month.
- Reimbursement checks will be made out to the parent/primary caregiver **NOT** the provider unless it is for a Camp fee.
- At the end of the fiscal year (**June 30<sup>th</sup>**) all final respite billing sheets must be **turned in no later than August 1<sup>st</sup>**. If they are turned in after August 1<sup>st</sup> they **will not be reimbursed**.
  - Funding is based on the FISCAL year July 1<sup>st</sup> to the following June 30<sup>th</sup>.
- You can contact CHS for additional copies of the Family Support/Respite Reimbursement & Authorization forms or you can contact your Service Coordinator.

Brochure revised 11/25/20

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# Family Support Program



Center for Human Services



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## What is the Family Support Program?

- This provides financial assistance to eligible families so they can better support members with disabilities at home.
  - It empowers families, as primary decision makers, by providing funding for needed items and services to help care for their family member with a disability.
  - The Program is designed to **only help with expenses that are above and beyond what a typical family experiences** because of the items/services needed to care for a family member with a disability.
  - Examples that a family may need to care for their individual at home:
    - Respite (Relief from caregiving)
    - Adaptive Equipment not covered by insurance/Medicaid
    - Fees for Camp
    - Therapy services - not long-term and not covered by insurance/Medicaid
  - This is not an entitlement program and does not cover expenses that all families are responsible for, whether they care for a family member with a disability or not, such as electric, gas, water, phone and cable bills, or food.
  - The Program is funded by the Missouri Department of Mental Health and community donations. These funds are limited and will not be used to cover items/services when alternative funding is available.
  - The Missouri Values guidelines are used to determine appropriate use of funds.
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## How does it work?

- The primary caregiver and Service Coordinator will identify caregiver's need for family support and determine if reimbursement is necessary in order to meet an identified need. The need and funding request will be included in the individual's Support Plan.
- The Service Coordinator will submit the CHS Referral and ISP/Addendum to CHS for approval and it may also be required to go through the Utilization Review process.
- Once CHS and/or the Central MO Regional Office notifies the Service Coordinator that the individual is approved for family support funding, the Service Coordinator will inform the family.



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## What is Respite?

- This is a funding program offered by the Center for Human Services as it provides financial assistance to eligible families in order to help them pay for a Respite service.
  - Respite care allows the primary caregiver time to rest, relax and find relief from SPECIAL caregiver responsibilities.
  - It provides the primary caregiver time away from the individual, with a developmental disability, in order to conduct activities important and necessary to the overall individual or family's well-being, such as medical appointments, shopping, and cleaning.
  - Respite care allows the primary caregiver to address a family crisis, unrelated to the individual with a developmental disability, such as illness, hospitalization, or death of a family member.
  - Respite care helps preserve the family unit and lessens the pressure that might lead to out-of-home placement, divorce, neglect, or child abuse.
  - Respite care should not be used as a daycare for individuals under the age of 12 years old, in order for the caregiver to be employed/work, and for those who can access ordinary available childcare.
  - Once the individual is approved to receive Respite, the Service Coordinator will inform the family of their annual funding amount.
  - Families locate and hire their own respite provider or caregiver. They will pay their provider on an agreed upon amount.
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