

Department of Behavioral Health and Intellectual disAbility Services

Respite Care Program

1101 Market Street, 7th Floor, Philadelphia, PA 19107

215-685-4746 phone, 215-685-4986 fax

www.DBHIDS.org/Respite

RESPITE CARE PROGRAM

2015 - 2016

Eligibility Criteria and Program Guidelines

The Department of Behavioral Health and Intellectual disAbility Services (DBHIDS) is providing Respite Services. This service offers families caring for a child with behavioral health needs, an opportunity for a much needed break. The types of Respite Services being offered in 2015-2016 by DBHIDS are:

- ▶ **The Boys and Girls Club Saturday Afternoon Respite**
Shane Victorino (Nicetown)
- ▶ **Respite Mini Grants** – A grant of up to \$300 per eligible child can be used by the parent/guardian to select their own Respite Provider. Families may use up to 3 grants per eligible child.
- ▶ **Winter Break and Spring Break Respite** – Parent/guardian can choose from several Boys & Girls Club locations to send their child during Winter and Spring Breaks.

All of the DBHIDS Respite Programs are FREE. DBHIDS Respite Services are not an entitlement and availability is limited and on a first-come, first-served basis until June 30, 2016 or until funding is exhausted.

DBHIDS Respite Services are provided as support and NOT treatment. DBHIDS Respite Services are not designed to be an alternative for the crisis response center, emergency evaluations, inpatient care or any other form of Behavioral Health treatment. DBHIDS Respite Services are NOT designed for children who are currently in need of behavioral health crisis intervention and are exhibiting aggression, sexually inappropriate behaviors, and chronic runaway and suicidal/homicidal or other similar behaviors on the day of the respite service.

ELIGIBILITY CRITERIA

- Your child **MUST** be between the ages of 6 to 17 years old.
- Your child **MUST** have a Mental Health diagnosis provided by a Behavioral Health provider.
- Your child **MUST** be currently receiving Behavioral Health services in Philadelphia County.
- Your child **MUST** currently reside in Philadelphia County.
- Your child **CANNOT** receive Respite if they are in any type of placement, for example foster care, residential placement, juvenile placement etc.
- Your child **CANNOT** receive Respite if they have received any additional monies, i.e. grants, stipends, awards from any source that was used or **COULD** have been used for Respite services.

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HOW TO REGISTER

- Complete a Respite Registration Form. Forms can be found at www.DBHIDS.org/Respite or call 215-685-4746 to request a registration form.
- Parent/Guardian must complete all information on the top portion of the form and sign. The Behavioral Health Provider must complete and sign the bottom of the form. The completed form should be mailed to DBHIDS, Respite Care Program, 1101 Market Street, 7th Floor, Philadelphia, PA 19107.
- A separate registration form is required for each child to determine eligibility.
- A new registration form is required each year.
- Only children who are eligible and registered may utilize any of the Respite services. Siblings and friends who are not eligible cannot participate in Respite services.
- Parents must submit a Registration Form to DBHIDS to utilize Boys & Girls Club Saturday Respite Program, Winter and Spring Break Respite, and/or the Respite Voucher Program.
- Incomplete forms will be returned.

A DESCRIPTION OF EACH RESPITE PROGRAM IS OUTLINED ON THE FOLLOWING PAGES.

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BOYS & GIRLS CLUB SATURDAY AFTERNOON RESPITE PROGRAM

Shane Victorino (Nicetown)

4001 N. Clarissa Street, Philadelphia, PA 19140, 215-229-2008

Program Information

- Hours of Operation - 12:00 noon to 5:00 P.M.
- The Boys & Girls Club is a safe child and youth friendly facility, with trained staff available at all times.
- The Boys and Girls Club Saturday Afternoon Respite Program can accommodate children and youth ranging in ages 6 to 15 years old.
- This service is available from Saturday, November 7, 2015 until Saturday, June 25, 2016.
- The children and youth will engage in age appropriate activities and will be grouped accordingly: 6 – 8 years old, 9 – 11 years old, and 12 – 15 years old.
- All children and youth that participate in the Boys & Girls Club Saturday Afternoon Respite Program will ultimately receive a **FREE membership** to the Boys & Girls Club, which will allow them to participate and utilize the activities in any of the twelve Boys & Girls Clubs in Philadelphia until June 25, 2016.
- Lunch and snacks will be provided, however children with special dietary requirements may need to bring their own food and beverages.
- This Respite Program is FREE until 5:00pm ONLY.
- Children may attend the program as many Saturdays as they wish.

Program Activities

Arts and Crafts, Sports, Outdoor Play (weather permitting), Computers and Video Games

Additional Requirements

- **Parent/legal guardian must pre-register with the Boys & Girls Club**, Monday through Thursday from 7:00 am until 7:00 pm, prior to the Saturday they would like their child to attend. Call the Club directly to register.
- Parent/legal guardian must submit an updated Child Health Assessment to the Boys & Girls Club (for membership purposes only, not for the Respite program).
- The Boys & Girls Club staff WILL NOT give out medications; however, they will hold all medication and supervise any child able to self-medicate.

General Rules

- Parent/legal guardian MUST bring their child into the building, sign them in and out and have photo ID to show program staff.
- Anyone other than a parent delivering or picking up a child MUST present photo ID and have written permission submitted by the parent in advance or as otherwise agreed.
- Parent/legal guardian is FULLY RESPONSIBLE for paying all LATE FEES if their child is not picked up by the time the program day ends.
- Parent/legal guardian is responsible for transportation.
- All parents and children who register to participate in the Boys & Girls Club Saturday Respite Program are required to attend a brief one-time only mandatory orientation before the child or youth can be admitted to the Respite program.

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RESPITE MINI GRANTS

Respite Mini Grants allow you to have a friend, relative or other trusted individual (Respite Provider) to care for your child. Families may use up to three 48-hour grants per eligible child. This service is available from November 1, 2015 to June 30, 2016 or until funding is depleted.

Parents/legal guardians are fully responsible for acquiring, interviewing, training, scheduling and supervising the Respite Provider. DBHIDS is merely administering funds under a State-sponsored program and **is not to be considered a contractor or an employer of the Respite Provider.**

Who Can Be An Approved Respite Provider?

An individual who is:

- a Pennsylvania resident
- 18 years of age or older
- a family member who **does not** live in the same household with the child
- has **all** the necessary and current clearances:
 - FBI fingerprint-based criminal clearance
 - Child Abuse clearance
 - Pennsylvania State Police (Criminal Background Check) clearance

Who CANNOT Be An Approved Respite Provider?

An individual who:

- is not a Pennsylvania resident
- is less than 18 years of age
- lives in the same home as the child receiving respite services
- does not have ALL necessary and current clearances
- is a Behavioral Health professional at any agency serving the child
(i.e. TSS worker, case manager, therapist, etc.)

Clearance Procedures and Requirements

Clearances are required by the State of Pennsylvania for anyone working with children. **FBI (fingerprint), Criminal Background (PA State Police), and Child Abuse Clearances** are required for anyone providing respite services to children through DBHIDS. In addition, any member in that provider's household who is 14 years of age or older will need the required clearances. Up to three sets of clearances per household can be paid for with respite funds. If the Respite Provider agrees to provide respite in the child's family home, only the Respite Provider will need clearances.

Clearances are good for one year and must be renewed by their expiration date.

No one will be approved as a Respite Provider without presenting to DBHIDS all three current, original clearances. In addition, anyone in the Respite Provider's home who is 14 years and older will need to present current clearances.

The Respite Provider may provide services for **no more than three** eligible children at the same time. **You may not provide Respite services during the same time period that your child is in the care of a Respite provider being reimbursed by DBHIDS.**

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Clearance Procedures and Requirements Continued

DBHIDS will provide the forms for the PA Child Abuse clearance and the PA State Criminal Background Check. Please call 215-685-4746 to request forms or information. Once completed, original forms must be submitted to DBHIDS Respite Care Program, 1101 Market Street, 7th Floor, Philadelphia, PA 19107. Forms will be submitted for processing at no cost to the Respite Provider. It may take up to 4 to 6 weeks for these documents to be received. **DBHIDS will not submit clearance request forms after Friday, April 15, 2016. Anyone chosen as a Respite provider after Friday, April 15, 2016, must be in possession of all three current clearances.**

For the FBI clearance form, call 1-888-439-2486 or logon to: https://www.pa.cogentid.com/index_dpw.htm. Register online, choose Childcare Employment as Reason Fingerprinted. You will be reimbursed for the cost of this clearance when you present a receipt and original clearance has been received.

Original clearances should be brought to the DBHIDS office at 1101 Market Street, 7th Floor, Philadelphia, PA 19107. Copies will be made for DBHIDS records and the originals returned to the Respite Provider. Originals may be brought to DBHIDS office on weekdays between the hours of 10:00 A.M. to 12:00 Noon. If you choose to mail your original clearances, DBHIDS will not be responsible for clearances that may become lost in the mail. If clearances are lost, new ones must be obtained at the cost of the Respite Provider. **Please note: DBHIDS will not accept clearances that read "Not an official copy". DBHIDS does not print copies of clearances from any website.**

If DBHIDS pays for clearances, then the parent MUST use the grant. If the parent does not use the grant, DBHIDS will not pay for any future clearances for the family.

Invoice Payment Processing

Families may receive up to 3 grants per eligible child, to cover the cost of Respite services received by June 30, 2016. Fees for Respite services can be billed with Respite vouchers/invoices. One voucher is good for a maximum of \$300 for up to 48 hours each.

Respite services are billed at the following rates:

- Up to 9 hours bill @ \$15 per hour
When you exceed 9 hours, you must bill the following:
- 10 up to 24 hours @ a flat rate of \$150
Each 24 hours on an invoice is billed as outlined above.

Invoices should be submitted as soon as possible after services are provided, **but must be received by DBHIDS no later than July 15, 2016**, to qualify for payment. It may take up to 8 weeks from the date that the invoice is received by DBHIDS, for payment to be mailed. This is not an entitlement, funding is limited and is available on a first-come, first-served basis. Families will be notified if funding is depleted before June 30, 2016.

All payments of more than \$600 are reported to the IRS. At the end of the calendar year, a 1099-MISC Income Tax Form will be issued to all Respite Providers who have been paid greater than \$600.00 for that year. **If the Respite Provider is receiving government benefits, they should contact someone with knowledge of tax information to find out if their benefits will be affected.**