

## Respite Care Program

October 2021 to June 2022

### Respite Provider Requirements

**Review full Program Guidelines for a complete list of requirements.**

The Department of Behavioral Health and Intellectual disAbility Services (DBHIDS) has been notified of your interest in becoming a Respite provider.

As a Respite provider you must be a Pennsylvania resident at least 18 years of age.

A Respite provider cannot be the parent of a child who is registered with the DBHIDS Respite Care Program or live in the same household as the registered child.

Clearances are required by the State of Pennsylvania for anyone working with children. To be eligible to provide Respite services you must have the following clearances and they must be current within one year: PA Child Abuse History Clearance; PA Criminal Record Check; FBI Fingerprint Clearance.

If you are providing this service in your home, everyone 14 years of age or older living in the home must also have clearances. If you are providing this service in the child's home, only you as the Respite provider are required to have clearances. DBHIDS will pay for clearances for up to three people residing in your home.

#### PA Child Abuse History and PA Criminal Record Check

Clearance forms can be found on our website at [DBHIDS.org/Children/Respite](http://DBHIDS.org/Children/Respite). You may also contact us at **Respite.DBHIDS@Phila.gov**, 215-685-4746 or 215-685-4740 to request forms. Completed forms must be emailed to **Respite.DBHIDS@Phila.gov**. DBHIDS will submit forms along with payment for these clearance requests.

#### FBI Fingerprint Clearance

To obtain the FBI Fingerprint clearance go to <https://www.identogo.com/locations/pennsylvania>. Enter Service Code: 1KG738 (Child Care). You will need to pay for the clearance. Print your receipt after payment. Submit your receipt to DBHIDS and we will reimburse you for the cost of the clearance.

When you receive your clearances or if you already have current clearances they must be emailed to us at **Respite.DBHIDS@Phila.gov**. **Please note: DBHIDS will not accept clearances that read "Not an official copy". DBHIDS does not print copies of clearances from any websites.**

**Respite services cannot be performed nor will they be paid for if DBHIDS has not received copies via email of all three of your clearances from the state.**

DBHIDS will not submit clearance request forms to the state after April 30, 2022. If you are requesting to become a Respite Provider after April 30, 2022, you must be in possession of all three current clearances or you will be responsible for obtaining the clearances from the state. Last day to present clearances to DBHIDS to become a Respite provider is May 31, 2022.

DBHIDS must receive a Respite Provider Information Form signed by the parent and yourself before clearance request forms are mailed to the state.

You may provide Respite services for no more than three children at the same time.

**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.**

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 for that year. If you are receiving government benefits, you should contact someone with knowledge of tax information to find out if your benefits will be affected.

Direct questions regarding this program to us at **Respite.DBHIDS@Phila.gov**, 215-685-4746 or 215-685-4740.

#### **RESPITE SERVICES ARE BILLED AT THE FOLLOWING RATES**

One voucher is good for a maximum of \$300 for up to 48 hours.

- 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

**Please note: It is the sole responsibility of the sender to encrypt and/or provide proper security measures when sending documents via email.**