

Respite Care 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. Respite is offered from October 1 through June 30.

DBHIDS Respite Programs are offered free to parents and guardians. Respite services are not an entitlement and availability is limited and on a first-come, first-served basis until June 30 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.

Registration forms and documents for this program can be found at our website:

<https://dbhids.org/services/children-and-youth-services/respite/>

See page 4 for Respite contact Information.

HOW TO REGISTER

- Complete a registration form. You may call 215-685-4740 or 215-685-4746 to request a registration form.
- Parent/Guardian completes and signs the top of the form.
- Your child's Behavioral Health Specialist completes and signs the bottom of the form. The completed form should be sent via email or US mail to DBHIDS. See mailing and email addresses below.
- A separate registration form is required for each child to determine eligibility.
- A new registration form is required each year.
- Incomplete forms will be returned.
- **Confirmation of registration approval will be provided via email.**
- **Services cannot be utilized until confirmation is received.**
- Registration forms will not be accepted after May 30.

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

SATURDAY AFTERNOON RESPITE PROGRAM

Saturday respite is provided by Give and Go Athletics at The City School from Noon to 5:30 pm.

Location

910 N. Sixth Street, Philadelphia, PA 19123

Drop off your child for a fun filled afternoon of activities while you take a well-deserved break. Give and Go Athletics provides a safe child and youth friendly facility at The City School, with trained staff. Children will engage in age-appropriate activities and will be grouped according to age. Lunch and snacks will be provided, however children with special dietary requirements may need to bring their own food and beverages. Children may attend the program as many Saturdays as they wish during the program dates. Activities will include sports, arts and crafts, outdoor play (weather permitting), computers, video games, and mentoring sessions.

Parents/Guardians pre-register with Give and Go by calling 267-978-5946 or 267-304-9586. Parents must receive registration confirmation from DBHIDS before child can attend the program. If child can arrive and leave the Saturday program unaccompanied, a waiver must be completed by the parent/guardian.

If needed, children may attend this program with behavioral health support staff.

RESPITE MINI GRANTS

Respite Mini Grants allow a parent/guardian to have a friend, relative or other trusted individual (respite provider) care for their child. Families may use up to three grants per eligible child, up to 48 hours each. DBHIDS will reimburse the respite provider via submitted invoice.

Respite Mini Grants are not to be used in combination with any in-home medical or clinical services; or during times when child is attending Saturday respite at The City School.

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 become 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 clearance
 - Child Abuse clearance
 - Pennsylvania Criminal Background Check

Who CANNOT become 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., case manager, therapist, etc.)
- is the parent or stepparent of the registered child living in or outside of the child's home

Procedures and Requirements for the Respite Provider

Clearances are required by the State of Pennsylvania for anyone working with or caring for 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 the provider's household who is 14 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 required clearances.

Clearances are good for one year from the date issued after which they must be renewed by their expiration date. No one will be approved as a respite provider without presenting to DBHIDS all three current 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.

DBHIDS will not pay an invoice for respite services until the family member/family friend has been authorized as a Respite Provider. That written authorization will be made via email. Upon receipt of that authorization the respite provider can begin providing services as requested by parent/guardian.

Clearance request forms can be found on the DBHIDS website. Completed forms should be sent via email or US mail to DBHIDS. Forms will be submitted for processing at no cost to the respite provider. It may take up to six weeks for these documents to be received from the State by the respite provider. Upon receipt, clearance documents from the State must be emailed or US mailed to DBHIDS. DBHIDS must confirm receipt and approval of these documents before services can be performed. Please note: DBHIDS will not accept clearances that read "Not an official copy". DBHIDS does not print copies of clearances from any website. DBHIDS will not submit clearance request forms to the State after April 30. Last day to present clearance documents from the State to DBHIDS to become a Respite provider is May 31.

PA Child Abuse History and PA Criminal Record Check

Clearance forms can be found on our website. You may contact us at Respite.DBHIDS@Phila.gov, 215-685-4746 or 215-685-4740 to request forms. Completed forms must be sent via email or US mail to DBHIDS. DBHIDS will submit forms along with payment for the 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 receipt to DBHIDS and you will be reimbursed for the cost of the clearance.

If DBHIDS pays for clearances, 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. 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 at \$15 per hour
When you exceed 9 hours, you must bill the following:
- 10 up to 24 hours bill a flat rate of \$150

Invoices should be submitted via email or US mail to DBHIDS as soon as possible after services are provided **but must be received by DBHIDS no later than July 15** to qualify for payment. It may take up to eight weeks from the date an 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.

Procedures and Requirements for the Respite Provider Continued

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 the calendar 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.

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

DBHIDS Respite Contact Information

Mailing Address: DBHIDS Respite Care, 1101 Market Street, 7th Floor, Philadelphia, PA 19107

Email Address: Respite.DBHIDS@Phila.gov

Phone numbers: 215-685-4746, 215-685-4740