



“Respite services strengthen family systems while protecting the health and well-being of both caregivers and care recipients”

Respite (noun): planned or emergency care provided to a child or adult with a special need in order to provide temporary relief to the family caregiver of that child or adult.

This project was supported by a grant, number 90LI0011-01-00, from the Administration for Community Living, Administration on Aging, Department of Health and Human Services, Washington, DC 20201. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official Administration on Aging Policy.

Virginia Lifespan Respite Voucher Program

The *Virginia Lifespan Respite Voucher Program (VLRVP)* provides reimbursement vouchers to Virginia caregivers who resides full-time, in the same household as the person receiving care, for the cost of temporary, short-term respite care provided to individuals of any age with a disability or special need. Priority will be given to assist those caregivers with the greatest social and economic need. Respite funding is limited to \$400 per family thru July 31, 2017, or until funds are exhausted. Funds may **NOT** be used to reimburse household expenses or daycare (to go to work or other daycare). Due to limited funds, not all eligible applications will be approved.

Application and Reimbursement Procedures

How to apply for VLRVP

Email, fax, or mail the following items:

1. Completed *Virginia Lifespan Respite Voucher* application,
2. Proof of the individual's disability/special need (see Application Form for a list of acceptable documents),
3. Completed Caregiver Burden Inventory, to

Virginia Lifespan Respite Voucher Program
Virginia Department for Aging and Rehabilitative Services (DARS)
1610 Forest Avenue, Suite 100
Henrico, VA 23229
804.662.7035 (fax)
Andi.platea@dars.virginia.gov

Vouchers **MUST** be used and submitted to DARS within **90 days** from the date the application is approved. You do not have to use the full \$400 at once; it can be spread out over several periods. However, only one reimbursement request, for up to \$400, can be made per voucher.

Once your application has been completed and received it will be reviewed by DARS staff. You will be contacted within four weeks to inform you of the status of your application. You may be notified by email, phone or regular U.S. mail. Questions regarding the application can be directed to Liz Havenner at 804.662.7671 or Andi.platea@dars.virginia.gov.



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Reimbursements

- You will be notified of your VLRVP approval and provided a reimbursement packet and instructions on how to use the voucher
- You are then responsible for selecting, hiring, training, and paying a respite care provider of your choice, at a time that is convenient for you and your loved one. Respite providers must be at least 18 years old and cannot reside in your home. You may use a community respite program (e.g., weekend respite program, therapeutic summer camp, adult day program).

Respite and caregiver resources are available at <http://www.vadars.org> and www.virginiannavigator.org. **DARS does NOT provide or arrange for respite care.**

- You will submit the following items for reimbursement once services are rendered:
 1. Completed *Virginia Lifespan Respite Voucher Program* reimbursement form;
 2. Completed Satisfaction Survey;
 3. Completed Request for Taxpayer Identification Number and Certification (W9) form. The W-9 form is required by the Commonwealth in order to issue you a reimbursement check; amounts less than \$600 are not reported to the IRS or any other entity for tax purposes; and
 4. Proof of payment.
- Reimbursements packets **MUST** be received by DARS within **90 days** from the date of your application approval. **Submissions after 90 days will not be considered.**
- You will be reimbursed only for actual expenses, up to and not more than \$400, that are documented and submitted to DARS. You will be fully responsible for any amounts over \$400.
- Once care has been verified and a DARS vendor number assigned a reimbursement check will be made payable to you, the primary caregiver and **NOT** to the respite provider.

NOTE: It will take **60 days**; from the date your Reimbursement Packet is received by DARS, for you to receive your reimbursement check from the Virginia Lifespan Respite Voucher Program. You may request the status of your reimbursement **AFTER 60 days** if you do not receive your check or other correspondence indicating a delay.

If you have an existing government debt, you may not receive your entire refund.

“Respite—taking a break, recharging batteries, a little time away...it is essential to maintaining caregivers’ physical and emotional health, as well as that of their loved one”

Respite services may be provided in a variety of settings, including the home, adult day care centers, or residential care facilities.

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