

Section: Elderly Services	Department Manager: Kristy Malone
Subject Respite Care Payment Of Services Policy	
	Director: Alphia Creapeau, Human Services
Policy #: ES011	Legal Final Review: 10/06/17
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Effective Date:	Review Date:

Purpose: Respite Care Payment of Services Policy

Policy: To identify and provide respite care service to the informal, unpaid Primary Family Caregiver.

General Statement:

Respite care is offered to enable an adult Caregiver temporary relief from their caregiving responsibilities. It is very important for those who care for family members to take "time off" to care for themselves both physically and emotionally.

- 1) An informal, unpaid caregiver is defined as a family member, or another person, who is a provider of in-home and community care to an older person (Elder) or to a person with Alzheimer's or a related disorder with neurological and organic brain dysfunction also,
- 2) Grandparents and primary caregivers of a child not more than 18 years of age, because the biological or adoptive parents are unable or unwilling to serve as primary caregivers of the child. The Caregiver must be related to the child by blood, marriage or adoption and live with the child.
- 3) Services shall be provided to adult, 18 years or older, family care givers.
- 4) For respite care the Elder must be frail, as defined in the Older American Act (Aoa) (Sec. 102 (26) (a) (I):

The elder is functionally impaired because she/he is unable to perform at least two activities of daily living* (ADL's) without substantial human assistance or due to cognitive or other mental impairment, requires substantial supervision because she/he behaves in a manner that poses a serious health or safety hazard to the individual or to another individual.

- 5) Providers are paid a weekly stipend of \$10.00 per hour up to a maximum number of hours per week determined by budget and number of active providers.

- 6) Vouchers for Payment will be used to record number of hours served the client. This method provides the Caregiver with the assurance that their loved one is cared for by someone that they are familiar and comfortable being with. A background check may be required for non-family members.
- 7) The Respite provider will provide companionship and supervision. The provider may, but will not be expected to prepare meals, administer any type of medication or do housekeeping or any other type of chore.
- 8) . The primary caregiver will verify the hours to be true and correct by signing the payment voucher.
- 9) A W-9 form is required to be on file before payment can be made. When the provider has been paid \$600 or more a Miscellaneous 1099 form will be sent out at the end of the year for tax purposes.
- 10) Vouchers for payment must be turned in to Management of Stockbridge-Munsee Elderly Services and received no later than Monday mornings at 10 a.m. to be processed for payment. All vouchers must be signed by the Respite Provider and the Caregiver to be valid (see attached).

Please Note: An assessment for ADL's and IADL's is required and will be done by the Stockbridge-Munsee Health & Wellness Center (SMHWC) Community Health Nurse (CHN) for the Frail & Elderly. The SM Elderly Services Manager schedules and accompanies the CHN to the assessment appointment.

Written: 08/16/2017