

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR INNOVATIVE AND EXEMPLARY RESPITE SERVICES

Please follow these important **INSTRUCTIONS** for completing the application.

- 1) **FIRST, DRAFT RESPONSES IN WORD.** Prior to completing the online application, it is highly recommended that you [review the questions](#) and word limits in advance. Then, draft your text responses in a WORD document, save them to your computer, and cut and paste the responses into the appropriate text boxes in the [online application](#).
- 2) **SAVE YOUR APPLICATION.** When completing the online form, be sure to check "Save my progress and resume later" at the top of the online application and register with an email address and a password. This will allow you to save your responses and return later to resume and complete the online application.
- 3) **HOW TO NAVIGATE BETWEEN PAGES IN THE APPLICATION.** You can return to any previous page to review and edit your responses at any time until you hit the "Submit" button at the end of the application. To navigate between pages, use the "Previous Page" or "Next Page" buttons at the bottom of the page -- do NOT use the back or forward buttons on your browser. To navigate to a specific page, click on the page number in the top right hand corner of the form.
- 4) **SUBMISSION COPY.** Once you hit "Submit," you will still have an opportunity to review and make corrections. Before you confirm your submission, you will be able to print a copy of your responses. You will also receive a confirmation email with a copy of what you submitted after you complete the application and successfully submit it. If you want to be sure to have a copy to refer to later, save your WORD document with your responses.

Submission Deadline: March 15, 2022

If you need more information about nominating your program, or assistance in completing the application, please contact:

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