

Process Checklist

- Received Application
 - Proof of Primary Caregiver's Address
 - Proof of Care Recipient's Age
 - Income Verification
 - Medical Expense Verification (if any)
 - Modified Caregiver Strain Index
- Make a Folder
- Calculate the Cost Share
- Enter Data into voucher Database

- Phone Call to Primary Caregiver
 - Other Funding Source(s) _____
 - Amount They Will Be Allowed _____
 - Three Months to Use
 - Cost Share Amount/How That Works
 - Individual or Agency
 - Individual Respite Provider MUST be at Least 18 Years of Age
 - Individual Respite Provider CANNOT Live in the Same Household as the Care Recipient
 - Liability for Respite Provider
 - Explanation of Voucher
 - Reimbursement Minus Cost Share
 - Filling it Out
 - Record Caregiver Activity during Respite
 - Must Return Survey with Voucher
 - Must Return Caregiver Stress Index #2 with Voucher
 - Written Award Letter/Respite Packet will Follow
 - Letter
 - How to Make the Most of Respite
 - Tips on Hiring a Respite Provider
 - Vouchers
 - Satisfaction Survey
 - Powerful Tools Info Sheet
 - Caregiver Strain Index for after Respite
 - Option of Powerful Tools Class
 - Respite Website/How to Use

- Received Voucher Reimbursement Form(s)
 - Filled Out Properly
 - Survey Returned
 - CSI #2 Returned
- Calculate Reimbursement
- Process Check Request
- Mail Check

- Three Month Follow Up

Initial items sent:

- Application
- Mod. CSI
- Income Scale