

LRBI Respite Expansion Grant

2011-2012 RESPITE VOUCHER CLAIM FORM

THE VOUCHER AWARD IS VALID October 1, 2011 to August 31, 2012
Maximum Voucher Award is \$600 per Family, One Voucher per Family
NEGOTIABLE FOR RESPITE CARE ONLY

Primary Caregiver _____ Care Recipient Name _____

Address: _____ City: _____ State: _____ Zip: _____

1

Date(s) respite care provided: _____ Hours provided: _____pm_____pm
 Charge per hour: \$_____ X Total Hours _____ = Total Due: \$_____
 What was your respite time used for? _____
(Example: spend time with spouse, go exercise, read a book, etc.)

Respite Worker Signature: _____ **Date:** _____ **Phone:** _____

2

Date(s) respite care provided: _____ Hours provided: _____pm_____pm
 Charge per hour: \$_____ X Total Hours _____ = Total Due: \$_____
 What was your respite time used for? _____
(Example: spend time with spouse, go exercise, read a book, etc.)

Respite Worker Signature: _____ **Date:** _____ **Phone:** _____

3

Date(s) respite care provided: _____ Hours provided: _____pm_____pm
 Charge per hour: \$_____ X Total Hours _____ = Total Due: \$_____
 What was your respite time used for? _____
(Example: spend time with spouse, go exercise, read a book, etc.)

Respite Worker Signature: _____ **Date:** _____ **Phone:** _____

Date: _____ **E-Mail:** _____

I certify that all information stated on this voucher is correct and I have submitted it for reimbursement.

Phone: _____

Signature/Primary Caregiver

Mail this form to: Give Me a Break, Inc. RAVE Family Foundation
 P.O. Box 620721 P. O. Box 2072
 Las Vegas, NV 89162-0721 Sparks, NV 89432
 Phone 702-898-2216 Phone 775-787-3520
 Fax 702-248-4739 Fax 775-356-8357

***** Voucher claims must be submitted within 30 days of respite service *****

OFFICE USE ONLY Please do not write in this box

Voucher Number: _____ Total This Voucher: _____ Processed By: _____

Amount Used To Date: _____ Amount Remaining: _____ Data Entered: _____

Hiring & Training Your Respite Provider

❖ **Choosing A Respite Provider**

Primary Caregivers are responsible for choosing their own respite worker/provider. They can hire friends or family, professionals or non-professionals. The respite worker must be 18 years of age or older and not living in the same household. Each respite scheduled is considered a separate contract, so hire/use as many respite workers as you like.

Remember, Respite Care is a temporary service, and should not have a consistent schedule.

❖ **Use the telephone to save time and provide safety. Use phone screening to:**

- Discuss important point about job and discuss money and hours.
- Get first impressions as you find out more about who they are.
- Let them know that you always do a criminal background check.
- If acceptable, set up a time to conduct a formal interview in person.
- Use a location other than your home for the initial face-to-face interview.

❖ **Meeting Potential Respite Workers**

- Be friendly and try to make the situation as comfortable as possible.
- Provide a job description and explain the disability of your loved one.
- Ask about jobs they currently have or had in the past, and what they like/dislike about work.
- Ask for two work references, and get signed permission to do a criminal background check.
- Check that they have reliable transportation, and if getting to work on time is a problem.
- Do not hire without checking references first! Let them know when you will decide.

About the Background Check –

This is recommended, but not required for this program. Get consent forms for background check from your local police department or Department of Public Safety. Police departments charge a small fee for a statewide search of their database. Private companies can also be used but charge a little more to do a statewide or national search. Make sure request for copy of criminal record is sent to YOU, not the person you are checking.

❖ **Training of Respite Workers**

- Explain technical words you use, and emphasize issues of safety. Make sure they know how to respond appropriately to emergencies.
- Give step-by-step instructions for any procedures your respite worker needs to know, emphasizing any procedure that needs to be done in a certain way.
- Never assume they just know what you mean. Have them explain it to you in their own words to check for understanding.
- Be patient and give each respite worker the time they need to learn the routine. Use the services of others to help with the training process.
- Try to be aware of their feelings as you train. Do not correct or confront a respite worker in front of others.

❖ **Terminating A Respite Worker**

- If it is necessary to dismiss a respite worker, state your reasons clearly, face-to-face, without verbally attacking the provider.
- Do not withhold payment for services for any reason. If dissatisfied, simply dismiss and pay the respite provider.