# 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**

<table>
<thead>
<tr>
<th>Date(s) respite care provided:</th>
<th>Hours provided:</th>
<th>Charge per hour:</th>
<th>What was your respite time used for?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>______ pm _____ pm</td>
<td>$______</td>
<td>(Example: spend time with spouse, go exercise, read a book, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Respite Worker Signature:</th>
<th>Date:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date(s) respite care provided:</th>
<th>Hours provided:</th>
<th>Charge per hour:</th>
<th>What was your respite time used for?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>______ pm _____ pm</td>
<td>$______</td>
<td>(Example: spend time with spouse, go exercise, read a book, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Respite Worker Signature:</th>
<th>Date:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date(s) respite care provided:</th>
<th>Hours provided:</th>
<th>Charge per hour:</th>
<th>What was your respite time used for?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>______ pm _____ pm</td>
<td>$______</td>
<td>(Example: spend time with spouse, go exercise, read a book, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Respite Worker Signature:</th>
<th>Date:</th>
<th>Phone:</th>
</tr>
</thead>
</table>

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

**Signature/Primary Caregiver**

Mail this form to:

- [ ] Give Me a Break, Inc.
  P.O. Box 620721
  Las Vegas, NV  89162-0721
  Phone 702-898-2216
  Fax 702-248-4739

- [ ] RAVE Family Foundation
  P. O. Box 2072
  Sparks, NV  89432
  Phone 775-787-3520
  Fax 775-356-8357

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