

Frequently Asked Questions for Vendors of *CareBreaks*

“Providing a Respite Break for Caregivers Caring For Loved Ones of Any Age”

How does CareBreaks work?

- Caregivers submit an application to the Office of Community Services & Catholic Charities.
- If determined eligible, caregivers receive an authorization in the mail designating their income level (1-5) and a dollar amount of service available to them for up to a three month period (quarter).
- When the caregiver selects a vendor, they must notify the *CareBreaks program* of the name of their vendor. An authorization to provide respite services is then sent to the vendor.

How are CareBreaks funds allocated?

- All CareBreaks funds are contingent on the receipt of annual state and federal grants.
- A specific dollar amount is awarded, quarterly, to eligible caregivers, based on availability of funds. This amount varies based on the income of the care recipient or caregiver. (See attached chart)

May a vendor request an authorization?

- If a caregiver has requested service and has received an authorization from *CareBreaks*, the vendor must request authorization by calling the *CareBreaks program* directly at (401) 421-7833 ext. 211

Who keeps track of the dollar allocation to the family?

- Ideally, everyone should; family, vendor and *CareBreaks*
- Vendors must keep track of the use of authorized funds.
- *CareBreaks* is not responsible to pay for any service provided above the amount authorized.

Who is responsible for the client cost share?

- Clients pay their share of the cost for services based on their income level
- The vendor is responsible for collecting the client's share
- *CareBreaks* pays the vendor the agreed upon rate minus the cost share.

What are the rates of reimbursement to vendors?

- See attached chart

How often should we bill?

- A standardized billing form (invoice) is provided by *CareBreaks*
- Invoices must be submitted monthly. Timeliness of billing is crucial to the program.

Where do I send the invoice and to whom?

- Invoices should be sent to:
Hector Munoz
CareBreaks
Office of Community Services and Catholic Charities
One Cathedral Square
Providence, Rhode Island 02903
- Or fax 453-6135 (preferred method)

Do I send worker time sheets, or attendance records with the bills?

- No. The backup for all invoices must be maintained by the vendor and made available for review and/or audit when requested by the *CareBreaks* program.

How soon will I be paid?

- *CareBreaks* will process bills within 30 days of the receipt of the bill.