



MONTANA STATE  
Voucher Program Process

1. Fill out an application and a Modified Caregiver Strain Index online at [www.respite.mt.gov](http://www.respite.mt.gov) or call to have an application and CSI mailed to you. Vicki Clear at 406-234-6034 or 800-224-6034. A Cost-Sharing Sliding Fee Scale will be sent also.
2. Caregiver will return to DEAP:
  - a. application
  - b. Modified Caregiver Strain Index
  - c. proof of caregiver's address
  - d. proof of care recipient's age
  - e. income verification
  - f. medical expense verification, if any
3. The cost-share is calculated.
4. Data is entered into a database.
5. Phone call is made to the applicant. Things covered:
  - a. If qualify, the amount of respite that would be appropriate
  - b. What the cost-share will be
  - c. Three months to use
  - d. Information on choosing a respite provider
  - e. Explanation on how to fill out paperwork and what needs to be returned in order to get reimbursed
  - f. Respite packet – what will be sent to them
  - g. Information on Powerful Tools for Caregivers
  - h. Information about the respite website
6. Respite packet sent
7. Follow up in three months if respite has not been used
8. Caregiver will be reimbursed after return of:
  - a. Reimbursement form – properly filled out
  - b. Satisfaction survey
  - c. MCSI – after respite use