RESPITE VOUCHER PROGRAM OVERVIEW
The goal of the Family Caregiver Support Program (FCSP) is to provide services to caregivers to enhance their caregiving skills and alleviate the stresses associated with being a caregiver. The program serves family caregivers, who are providing informal in-home care to an older adult age 60 or older, or to an individual with Alzheimer’s disease or related neurocognitive disorders. Priority for caregiving services shall be given to those individuals in greatest economic need, greatest social need, low-income minority adults, those residing in rural areas, and those providing care for individuals living with Alzheimer’s disease or related neurocognitive disorders.

RESPITE VOUCHER PROGRAM GUIDELINES

ELIGIBILITY
1. All assessments (requests) for Family Caregiver Support Program (FCSP) respite vouchers will be directed to and receive approval from the Larimer County Office on Aging (LCOA).
2. To be eligible for respite voucher, both the caregiver and care receiver must be residing in Larimer County. The care receiver must be 60 years of age or older or have a diagnosis of Alzheimer’s disease or related neurocognitive disorders and need either significant 24/7 supervision, or assistance from another person to complete a minimum of two (2) Activities of Daily Living (ADLs) such as, bathing, dressing, toileting, walking in their home, or transferring in and out of chairs and bed. If the care receiver is receiving Long Term Care Medicaid benefits or Veteran Administration caregiver benefits the caregiver is not eligible for a respite voucher.

REQUESTING A VOUCHER
1. Assessments requesting respite vouchers will be accepted throughout the year. Before a request can be processed, a Family Caregiver Assessment that includes a Respite Plan must be submitted to the LCOA. The Respite Plan should include how the caregiver plans to use the respite funding e.g. paying a neighbor/friend, home care agency, or day program.
2. Vouchers are not automatically renewed or awarded for ongoing voucher periods. Caregivers must complete and submit a Respite Voucher Assessment to the LCOA that includes a Respite Plan every six-month to request a respite voucher.
3. Caregivers that have submitted assessments (requests) that do not meet eligibility criteria will be notified by telephone and/or by mail.
4. Before a voucher can be issued and services can be authorized, the LCOA must receive the signed Respite Voucher Assessment that includes a Respite Plan.

5. All services and the dollar amount must be pre-authorized by the LCOA prior to the respite service(s) being performed or completed. Any changes to respite services or dollar allocations must have prior authorization before services are performed.

VOUCHER PERIODS AND AWARD

1. Funds will be awarded on a first-come first-served basis in two six-month voucher periods each year.
   a. July 1 to Dec. 31 - Summer/Fall Voucher period
   b. Jan 1 to June 30 - Winter/Spring Voucher period

2. Assessments and requests will be processed for the voucher period in which they are received with the following exceptions:
   a. Assessments received between June 1st and July 1st will be considered for the Summer/Fall Voucher period – July 1st to December 31st.
   b. Assessments received between Dec. 1st and Jan. 1st will be considered for the Winter/Spring Voucher period – January 1st to June 30th.
   c. Assessments will continue to be processed until all funding for that voucher period has been assigned.
   d. Based on available funding, if there are extenuating circumstances or emergency needs, voucher requests received in the last month of the voucher period may be considered for funding in that voucher period if the funding will be spent before the voucher period ends.

3. If all funding for a six-month voucher period has been awarded, any additional assessments received that meet targeting criteria, will be placed on a waitlist and processed as funding becomes available.
   a. Caregivers on the waitlist will be contacted by the LCOA before the next six-month voucher period to update their respite voucher assessment/request.
4. Caregivers may be awarded up to $800 per voucher period and all awards are based on the actual cost of approved respite services. The respite voucher amount will be pro-rated during the 6-month approval period based on the requested services and the number of weeks remaining in the voucher period.
   a. Voucher funds must be spent in the designated voucher period.
   b. Voucher funds cannot be transferred to another voucher period.
   c. If a care receiver has multiple caregivers, only the primary caregiver is eligible for a voucher.

5. Vouchers awards are based on the actual cost of approved respite services. Caregivers may request funding for more than one type of respite service in a voucher period e.g. in-home respite and day program services.

### ADDITIONAL VOUCHER GUIDELINES

6. Respite services cannot be provided by a family member living in the home with the care receiver.

7. Vouchers are non-transferrable to another person and can only be used by the person to whom it was issued.

8. The respite voucher funding can only be used for the cost of services and cannot be used for the cost of materials.

9. The LCOA cannot provide referrals to service providers and does not keep a list of agencies or individuals who provide respite services.

10. Caregivers that receive respite vouchers will have an assigned dollar amount stipulated on the request for payment form along with the list of the approved services.
    a. Each caregiver is required to track their own voucher balance to keep from going over their assigned funds. Any expenditures that exceed the respite voucher allocation will not be reimbursed by the LCOA.

11. The caregiver agrees to pay the service provider directly and will then be reimbursed (paid back) by the LCOA.

12. Funding for this program is limited and is not meant to cover the full cost of the requested respite service(s). Due to administrative and processing requirements, there may be a gap in the availability of funding between voucher periods.
REQUESTING A REIMBURSEMENT

1. To receive a reimbursement, the caregiver must submit a completed request for payment form to the LCOA.
   a. The reimbursement request form must be signed by the caregiver (person who was awarded the respite voucher) and signed by the provider (person providing respite services) with the date and description of services. In lieu of the provider’s signature, the caregiver may attach an invoice or statement from the provider agency.
   b. The caregiver assumes sole responsibility for selecting a provider and paying all charges incurred to the provider.
   c. The LCOA will not reimburse (pay back) for expenses that exceed the assigned dollar amount.
   d. The LCOA cannot directly reimburse (pay) service providers and can only reimburse the caregiver for approved services.
   e. LCOA cannot reimburse for services that were provided before the voucher was issued, or after the voucher has terminated.
   f. Summer/Fall Voucher allocations must be spent by 12/15 and all requests for reimbursements must be received by the LCOA no later than 12/31.
   g. Winter/Spring Voucher allocations must be spent by 6/15 and all requests for reimbursements must be received by the LCOA no later than 6/30.
   h. Any requests for reimbursement that are received by the LCOA after 12/31 or 6/30 cannot be paid. The received date is the date that the LCOA receives the signed reimbursement request in the office not the date it was mailed.

Referrals and inquiries may be made by contacting the LCOA (970) 498-7750
Please submit the Respite Voucher Assessment form to:

Larimer County Office on Aging – Attention: FCSP
1501 Blue Spruce, Fort Collins, CO 80524

Donations for this program are gratefully accepted. All donations are used to expand services to other caregivers in Larimer County. Please know that no person is denied access to services for inability or unwillingness to donate, and all donations remain anonymous.