



## ~ Virginia Lifespan Respite Voucher Program ~ Application and Reimbursement Procedures

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### What is the Virginia Lifespan Respite Voucher Program?

The *Virginia Lifespan Respite Voucher Program* provides reimbursement vouchers to home-based caregivers for the cost of temporary, short-term respite care provided to individuals of any age with a disability or special need (children and adults, including elderly persons). The *Virginia Lifespan Respite Voucher Program* is funded through a federal grant awarded to the Virginia Department for Aging and Rehabilitative Services (DARS) from the federal Department of Health and Human Services, Administration on Aging -- Administration for Community Living.

Individuals eligible to apply for voucher funding through the *Virginia Lifespan Respite Voucher Program* include Virginia caregivers of children or adults who reside in the same household as the person receiving care. Voucher funding is limited to a total of \$400 per family. Voucher funding will continue until July 31, 2016 or when funds are expended.

Respite funds must be requested by the Primary Family Caregiver who resides full time in the same household as the Respite Care Recipient. Funds may not be used to reimburse household expenses or daycare (to go to work or other daycare). Due to limited funds, not all eligible applications will be approved. Please continue to read below for information on how to apply and what happens next if you are approved for funding through the *Virginia Lifespan Respite Voucher Program*.

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### How do I apply for funds for short-term respite care?

1. Complete the two-part *Virginia Lifespan Respite Voucher Application Form* and attach proof of the individual's disability/special need (see *Application Form* for a list of acceptable documents). We cannot review your application until both are received.
2. You may apply for voucher funding up to \$400 for reimbursement of respite care services, which must be used within 90 days of the date the application is approved. You do not have to use the \$400 all at one time; it can be spread out over several periods of respite care (e.g., two or three weekends). For example, you may choose to use \$200 to offset the cost of a week-long respite care program, and \$200 to reimburse the cost of an individual providing in-home respite for a weekend while you travel out of town. Note that you will only be reimbursed for actual expenses that are documented and submitted to DARS (see below).
3. The *Application Form* will be reviewed by DARS staff.\* You will be contacted within four weeks to inform you of the status of your application. You may be notified by e-mail, phone, or regular U.S. mail.
4. If you have questions about the *Application Form*, you can contact Mary Strawderman at our toll free number at 800-552-5019 or at 804-662-7505 or e-mail at [mary.strawderman@dars.virginia.gov](mailto:mary.strawderman@dars.virginia.gov).

*\*The application cannot be processed until all documentation and all forms are received and completed.*

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### Please mail/fax or scan and email the *Application Form* with the required documentation of disability or special need to:

Virginia Lifespan Respite Voucher Program, ATTN: Mary Strawderman,  
Virginia Department for Aging and Rehabilitative Services (DARS),  
Virginia Division for the Aging  
1610 Forest Avenue, Suite 100,  
Henrico, VA 23229;

or Fax to 804/662-7035; or E-mail to [mary.strawderman@dars.virginia.gov](mailto:mary.strawderman@dars.virginia.gov).

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### **If my application is approved, what happens next?**

- If you are eligible for the *Virginia Lifespan Respite Voucher Program* and funds are still available, you will be contacted within four weeks to confirm your approval.
- DARS does not provide or arrange for respite care. YOU are responsible for selecting, hiring, training, and paying a respite care provider of your choice, at a time that is convenient for you and your loved one. You may also use a community respite program (e.g., weekend respite program, therapeutic summer camp, adult day program). Respite and caregiver resources are available on the *Virginia Lifespan Respite Voucher Program* website at <http://www.vadars.org> and on the Virginia Navigator website at [www.virginianavigator.org](http://www.virginianavigator.org).
- If you choose to select a respite care provider yourself, the individual selected to provide the respite care **MUST be at least 18 years old and cannot be someone who currently resides in your home**. You are also responsible for negotiating the rate of pay with the respite care provider you select.
- The DARS *Virginia Lifespan Respite Voucher Program* will send a check to you, the Primary Family Caregiver, to reimburse you for payment you have made to the selected respite care provider, not to exceed \$400/household (or whatever specific amount was requested / approved on your *Application Form*). You will be reimbursed only for actual expenses that are documented and submitted to DARS. You may pay more than the voucher amount you requested from DARS, but YOU will be responsible for making up the difference between the amount approved through the *Lifespan Respite Voucher Program* and what you have agreed to pay the provider. (For example, if your total respite cost is \$500, you will have to pay the additional \$100, since the maximum amount of voucher funding is \$400 through the *Virginia Lifespan Respite Voucher Program*.) Note that even if you have more than one person in your home who will receive respite services, the maximum amount is \$400 per family.
- Once you have identified a respite care provider or program, and the respite services have been used and paid for, you must complete a *Virginia Lifespan Respite Voucher Reimbursement Form*, a *W-9 Form*, and a *Virginia Lifespan Respite Voucher Satisfaction Survey*. Both of these must be submitted to DARS within 30 days of the date of delivery of respite services before reimbursement can be issued. Please mail all forms to the address located at the bottom of Page 1. The *Reimbursement Form*, *W-9 Form*, and the *Satisfaction Survey* will be mailed either physically or electronically with notification of approval of the *Application Form*. The *Application Form* can be found at: <http://vda.virginia.gov/respiteservices.asp>.
- Reimbursement checks will be made payable to you, the primary caregiver, and not to the respite care provider! YOU are responsible for payment to your respite care provider. The reimbursement check will be mailed to the address you indicate on the *W-9 Form*. The *W-9 Form* is required by the Commonwealth in order to issue the reimbursement check; it is not sent to the IRS or any other entity for tax purposes.

**NOTE: It can take up to 30 days from the date your Reimbursement Form is received by DARS to get your reimbursement check from the Virginia Lifespan Respite Voucher Program. This is in accordance with Virginia's Prompt Payment Act.**

***If you have an existing government debt, you may not receive your entire refund.***