

Alabama Lifespan Respite Resource Network

Voucher Respite Enrollment Procedures

What is the Alabama Respite Voucher program?

Currently, funding for respite care (a temporary, short-term relief for caregivers) is available to caregivers of children or adults who have a disability. If your loved one has a diagnosis of mental retardation (MR) or cognitive developmental delay, additional funding is available. Respite funds may not be used for household expenses or daycare. If your loved one has a chronic illness, we welcome your application, as it will assist Alabama Respite in seeking additional funding to meet caregiver needs throughout Alabama.

How do I complete the Three Part Enrollment Procedures?

1. Complete the Enrollment Form.
2. **Attach Proof of individual's diagnosis** (Proof of diagnosis should be in the form of a medical doctor's letter or **one page** from other service agency. Please make sure that your diagnosis proof states clearly mental retardation or cognitive developmental delay if that applies.
3. Complete the Demographic Data Form.

Mail all **THREE** pieces of information to Jennifer Formby, 1856 Keats Drive, Huntsville, AL 35810.

Phone Number: 1-866-737-8252 toll free

YOUR APPLICATION CANNOT BE PROCESSED UNTIL ALL THREE OF THE DOCUMENTS STATED ABOVE ARE RECEIVED AT THE ALABAMA RESPITE OFFICE!

How do I use the Voucher Respite Care Program?

1. You will be mailed a Voucher for the amount of funds you are approved to use.
2. Respite funds can be used only during the dates stated at the top of the Voucher Form.
3. Completed Voucher Service Report Form must be received by the due date stated on your form.
Late forms will not be paid.
4. You may select, hire and train a respite provider of your choice and schedule respite care.
5. Your provider **MUST** be at least 18 years old and not reside in the home.
6. You may pay a respite provider up to \$10.00 per hour for service.
7. Your respite provider may **only** be paid up to \$10.00 an hour even if you have more than one child with a disability living in the home.
8. To be reimbursed for respite, complete your Voucher Service Report Form and mail it back to the address at the top of the form.
9. Reimbursement checks will be made payable to you, not your respite provider, and will be mailed to the address you provided on Voucher Service Report Form. You are responsible for payment to your respite care provider.
10. Reimbursement for respite services may take 30-60 days.