



Respite Voucher Program – (Revised 1.1.23) Frequently Asked Questions

1. Who can apply?

- Family caregivers living with their loved one and providing care around the clock.

3. Will these funds need to be reported on a 1099 as earned income?

- For the \$599 Voucher Program, no.
- For the \$1200 voucher program, yes. Arizona Caregiver Coalition will provide a 1099 at the end of each calendar year for tax purposes.

4. How long will it take from submission of an application to get approval for the funding?

- About two weeks.

5. How will I be notified of approval?

- By phone and email.

6. How is the application submitted?

- After you have completed the prescreening form, if you qualify an Arizona Caregiver Coalition member will send you a link to our application to complete online.
- If you prefer the application to be mailed to you, please let an ACC member know.

7. Are there other requirements?

- A brief telephone interview about caregiver burden. You must send a copy of caregiver's photo ID and care recipient's photo ID (photo ID not needed for care recipients eligible for DDD support coordination).
- **For the \$1200 program**, you will need to complete a W9 form (which will be provided) and send the completed form with your application to Arizona Caregiver Coalition.

8. How will the money be delivered (check or cash) and to whom will it be payable?

- A check will be sent payable to the caregiver. Typically, checks will be mailed once a month.

9. How do I request the check?

- Send a completed timesheet with signatures and a copy of the photo ID of the respite worker. If you use an agency, please send a copy of the invoice on letterhead instead of timesheets.

10. Will I get the entire \$599/1200 all at once?

- Normally you can use \$300 every 3 months.
 - You can receive more money all at once if approved for educational, travel or emergency respite.
- Reimbursement is based on a timesheet signed by the respite provider.
- Hourly rates should be aligned with industry standards, typically ranging from \$15 or \$18 per hour for a friend or neighbor to \$25 or \$30 per hour for an agency.
- **For this program, you must pay at least \$13.85 an hour, which is the Arizona minimum wage.**

12. Who can provide the Respite?

- The provider can be a friend, a neighbor, or a professional caregiver. The respite provider must be over 18 and cannot be living with the care recipient.
- The provider may also be a family member, but not any family member that lives with the care receiver.

13. Does the respite provider have to be licensed or a DDD or AHCCCS certified agency?

- No

14. What type of respite is allowed?

- Day Center
- In your home or another location with a respite provider
- Facility, e.g., if caregiver is out of town or has a medical emergency

15. Can I use the money for another purpose?

- No. These funds must be used for the primary caregiver to receive a respite break by a neighbor, friend or a professional direct care or attendant care worker.
- Maricopa County Residents: See also the information for the Maricopa County Caregiver Support Program.

14. If I use the voucher once, how long before I can apply for additional funding?

- You can apply for the voucher program once per calendar year. If you have exhausted funds for your voucher, you will have to wait to reapply until one year after your initial enrollment date.