



Respite Voucher Program 2022 - 2023 (Revised 6.30.23)

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?
 - You can find our application online at azcaregiver.org.
 - If you prefer, applications can be mailed to you and you can mail the completed application to us at:

Arizona Caregiver Coalition
P.O Box 21623
Phoenix, AZ 85036
7. Are there other requirements?
 - The caregiver cannot be receiving respite from other services; AAA, ALTCS, VA, or other agencies.
 - **Required documentation includes:**
 - Government Issued Identification (such as Driver's License) for the Caregiver and family member
 - If your family member is under the age of 18, a birth certificate, guardianship papers, or student ID is acceptable
 - Proof of address on agency letterhead if address on application differs from address on IDS
 - Utility bills are acceptable
 - A medical needs form, completed by a professional, needs to be included in your application.
 - For the \$1200 program, you will need to complete a W9 form (which will be provided) with your application
8. How will the money be delivered (check or cash) and to whom will it be payable?
 - Checks will be sent payable to the caregiver within 2-3 weeks of receiving timesheet
9. How do I request the check?
 - Send a completed timesheet with signatures and a copy of the photo ID of the respite worker to info@azcaregiver.org . If you use an agency, please send a copy of the invoice on letterhead instead of timesheets.
10. Can I use the money for another purpose?
 - Statewide: No. These funds must be used for the primary caregiver to receive a

respite break by a neighbor, friend or professional agency who provides the respite, or for a personal care attendant.

- Maricopa County Residents: Yes. We offer additional forms of Caregiver Support through the voucher program that can help pay for caregiver training, personal care worker, social care navigator, home modifications, and other items on a case by case basis. An ACC member will contact you for further steps if you are interested in the Maricopa County Caregiver Support Program.

11. Will I get the entire \$599 or \$1,200 all at once?

- **We strongly recommend splitting up the voucher funds over 6 months for the \$599 Voucher, or 12 months for the \$1200 (unless for an emergency case scenario)**
- 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 be a DDD/AHCCCS certified agency?

- No

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.
 - Funds for the voucher program cannot exceed more than \$1,200 per calendar year.
- The \$599 voucher typically covers 6 months of respite.
- The \$1200 voucher covers one year of respite.

15. Is my information confidential?

- Yes, your information is confidential.
- Information is stored in the secure database used by the State of Arizona (DAARS). Area Agencies on Aging have access to this database, but the client information is not shared.
- If you are enrolled in the Adult Day Health Center Respite Program, Arizona Caregiver Coalition will send a copy of the authorization letter to the Day Center of your choice and your local Area Agency on Aging. The following information is shared:
 - Your name, DAARS ID, Phone Number
 - Care Receiver's Name and DAARS ID
 - This information is shared due to the enrollment requirements, but no other information is shared.
- Our programs are made possible through partnerships with the Area Agencies on Aging and the Division of Aging and Adult Services.