

Respite Voucher Program 2022 - 2023 (Revised 11.17.2023)

Frequently Asked Questions

1. Who can apply?
 - Family caregivers living with their loved one and providing care around the clock. A family caregiver is defined as an adult family member or other individual who has a significant relationship with, and who provides a broad range of assistance to, an individual with a chronic or other health condition, disability or functional limitation.
2. 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. Staff will request you complete Form W9 at intake. Arizona Caregiver Coalition will provide Form 1099 at the end of each calendar year for tax purposes.
 - For the \$2400 voucher program, yes. Staff will request you complete Form W9 at intake. Arizona Caregiver Coalition will provide Form 1099 at the end of each calendar year for tax purposes.
3. How long will it take from submission of an application to get notice of authorization?
 - About two weeks.
4. How will I be notified of approval?
 - By phone, mail, and email.
5. 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
6. Are there other requirements?

The caregiver is not eligible to receive respite from other services such as AAA, ALTCS, VA, or other agencies. ACC recognizes that unique circumstances or cultural considerations may necessitate additional documentation or permissions. Each case of this nature will be thoughtfully assessed and addressed accordingly.

 - Required documentation includes:
 - ✓ Caregivers and family members need to provide government-issued identification, like a Driver's License. For family members caring for individuals under 18, acceptable documents include a birth certificate, guardianship papers, or a student ID. If these documents are from out

of state, proof of residency in Arizona, such as an Individualized Education Program (IEP) or a school report from an Arizona-based school, is required.

- ✓ If the address on an application differs from the address on the provided identification (in a case where the care receiver resides in a medical facility), proof of address from an agency with a letterhead is required. Utility bills are considered acceptable documentation for this purpose.
- ✓ If the family caregiver is eligible to receive the emergency-based reimbursement voucher, the application must include a completed medical needs form, verified by a professional.

Supplemental Information:

- For the \$1200 and the \$2400 programs, you will need to complete a W9 form (which will be provided) with your application.
- For the \$2400 program, kindly complete the W-9 form and ensure that you provide a Medical Needs Statement, detailing any pertinent medical or emergency requirements. ACC recognizes that unique circumstances or cultural considerations may necessitate additional documentation or permissions. Each case of this nature will be thoughtfully assessed and addressed accordingly.

7. 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 3-4 weeks of receiving the timesheet.
- Please note, reimbursement may be delayed if there are discrepancies or missing documents.

8. How do I request the check?

- Send a completed timesheet with signatures and a copy of the photo ID of the respite worker/family caregiver to info@azcaregiver.org . If you use an agency, please send a copy of the invoice on letterhead instead of timesheets.

9. Can I use the money for another purpose?

- Yes. We offer additional forms of Caregiver Support through the Arizona Lifespan Respite 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 to assess additional services if needed.

10. Will I get the entire \$599, \$1200, or \$2400 all at once?

- We recommend splitting up the voucher funds over 6 months for the \$599 Voucher, or 12 months for the \$1200/\$2400 (unless for an emergency case scenario).

- Reimbursement is based on a timesheet signed by the respite provider/family caregiver.
- ACC follows industry-standard hourly wage rates for professional licensed individuals and agencies. For individual paid caregivers (unlicensed), a uniform flat wage rate of \$15 per hour is applied statewide.
- Funds are disbursed and are subject to availability.

11. Who can provide the Respite?

- The provider can be a friend, a neighbor, or a professional caregiver. The respite provider/family caregiver 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, except for emergency situations.

12. Does the individual providing respite have to be licensed or be a DDD/AHCCCS certified agency?

- No, but we encourage the individual providing respite to seek certification. For more information contact us at 1-888-737-7494.

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

- Vouchers and services must remain within the parameters of the designated grant reporting year and should not extend beyond this period. For additional details on scheduled voucher disbursements, please reach out to your dedicated ACC staff member during the service eligibility and verification process. Funds are disbursed and are subject to availability.

14. 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.