

Arizona Family Caregiver Reimbursement Program FREQUENTLY ASKED QUESTIONS (FAQ)

GENERAL INFORMATION

Does this program provide financial assistance to provide care for my family member?

No, the program reimburses family caregivers who pay upfront for the cost of home modifications or purchasing/leasing assistive care technology for their qualified family member(s).

Who is considered a family caregiver?

Any immediate family member who is currently caring for an older adult, an individual living with a chronic illness or disease, and an individual living with a disability. The statutory definition of a “family caregiver” can be a spouse, child, parent, stepparent, stepchild, grandchild, grandparent, siblings or other relative caregivers including aunts and uncles.

How do I know if I qualify for the program?

The FCRP is a state-funded program and lawful presence requirements must be met for the family caregiver. The Affidavit and any of these items may be submitted for proof of eligibility:

1. Signed Affidavit of Lawful Presence provided in the application packet.
2. Documentation demonstrating lawful presence within the United States for the family caregiver. Acceptable documentation of lawful presence includes a clear photocopy of at least one of the following items:
 - An Arizona driver’s license issued after 1996 or an Arizona nonoperating identification license;
 - A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States;
 - A United States certificate of birth abroad;
 - A United States passport;
 - A foreign passport with a United States visa.
 - An I-94 form with a photograph;
 - A United States citizenship and immigrant services employment authorization document or refugee travel document;
 - A United States certificate of naturalization;
 - A United states certificate of citizenship;
 - A tribal certificate of Indian blood;
 - A tribal or bureau of Indian affairs affidavit of birth

See page 6 for EOE/ADA disclosures

The family caregiver must provide a copy of:

- **Receipt(s):**
Receipts for expenses incurred may be saved up in the same calendar year as the application and submitted with one application.
- A statement is acceptable by an unlicensed individual that completed the home modification. The statement must include the individual's name, costs, type of work performed and completed, contact information, and date the project was completed.
- **Income:** The family caregiver and each qualifying family member's adjusted gross income in the taxable year may not exceed:
 - \$75,000 for a single person or a married person filing separately (*caregiver + qualified family member = total adjusted gross income*)
 - \$150,000 for a married couple filing a joint return (*caregiver + spouse + qualified family member = total adjusted gross income*)
 - \$150,000 for a married couple filing a joint income tax return if the spouse is the qualifying family member
- **Proof of Income:** I will provide proof of my and the qualifying family member's adjusted gross income via:
 - ▶ Income taxes for a single caregiver or joint income taxes for a married couple
 - ▶ Income taxes for the qualifying family member and, if the spouse is the qualifying family member, joint income taxes for a married couple
- **Qualified Family Member must** be 18 years or older. Provide any one of the following for the qualifying family member:
 - a. Arizona driver's license
 - b. A government-issued ID card (with date of birth)
 - c. Birth certificate
 - d. Other documents demonstrating age
- **Arizona Residency: Provide proof of residency** for family caregiver:
 - a. Arizona driver's license or identification card
 - b. Arizona Voter Registration card
 - c. A lease agreement or a mortgage statement
 - d. Current utility bill
 - e. Other documents demonstrating Arizona residency
- **Completed W-9 Form Issued by DAAS:**
Included with the application and required for a check to be issued to the family caregiver. Please refer to the W-9 Instructions Page. Forms that are incorrectly filled out will not be accepted and could potentially delay processing of the application.

- **Signed Medical Need Verification Form**

The form must be signed by a Healthcare/Social Work Professional to certify that the qualified family member requires to validate assistance with one (1) or more activities of daily living.

- a. If a caregiver is reapplying for the same qualifying family member, a new Medical Need Form is not required. The caregiver can submit the previously signed document.

- **Qualified Family Member must require assistance with one or more activities of daily living:**

- a. Toileting
- b. Bathing
- c. Dressing
- d. Grooming
- e. Eating
- f. Mobility

Is this program for older adults only?

No, family caregivers who care for an adult 18 years or older can apply for the program.

I'm caring for my child who requires my home to be modified and/or needs assistive care technology, do I qualify?

Yes, as long as all eligibility criteria are met.

If I modified my home or purchased/leased assistive care technology for my family member in 2019 or earlier, do I qualify?

No, the modifications and purchases must be in the same calendar year as the application.

When did the program start?

The Arizona Family Caregiver Reimbursement Program was launched on January 1, 2020.

When did the program end?

The Arizona Family Caregiver Reimbursement Program ends on June 30, 2024.

PROGRAM QUALIFICATIONS

Does the qualified family member have to live in the caregivers' home to qualify?

No. The FCRP excludes individuals that reside in institutionalized settings.

There is a combined federally adjusted gross income requirement for the family caregiver and qualified family member. The qualified family member and I together make more than \$75,000 per year in federally adjusted gross income, do I qualify?

Unfortunately, no.

There is a combined federally adjusted gross income requirement for the family caregiver and qualified family member. My spouse and I file our taxes together and combined with the qualified family member, we make more than \$150,000 per year in federally adjusted gross income, do we qualify?

Unfortunately, no.

If there are more than one person receiving care in my home, do they need to apply separately?

No, the option to include more than one qualified family member on the application is provided on the application. All required documents including proof of age and income must be included for each qualifying family member. NOTE: Each qualifying family must have a Medical Need Verification Form.

What is considered a home modification?

Improving or altering the family caregiver's primary residence involves making changes to the livable spaces accessible to your family member to be safe and independent

Examples include, but **not limited** to:

- Widening of doorways
- Ramps/low inclined walkways
- Stair lift
- Leveling floors
- Installation of a security door or sensors
- Adaptive switches
- One-bathroom environment
 - (roll-in/curb-less) accessible shower
 - roll-under sink
 - high rise toilet with handrails
 - handrails and grab bars in accessible shower

What is considered assistive care technology?

Examples include, but **not limited** to:

- Hearing aids (may be for family caregiver to ease communication challenges)
- Eating: adaptive utensils, dentures
- Transferring: Hoyer lift, gait belt
- Toileting; bedside commode
- Bathing: shower chair/bench, handheld shower head
- Vehicle wheelchair lift
- Dressing assistance; buttoning aid hook, long reach comfort wipe

- Mobility: Bed handles, wheelchairs, scooters (batteries), walkers, canes
- Communication devices; voice recognition programs, screen readers, screen enlargement applications
- Monitoring systems: medical alert devices, in-home cameras, auto fall detection devices connected to cellphones/mobile phones, movement/call buttons, personal alarms – pressure alarms for w/c or beds
- Computer software and hardware: voice recognition programs, screen readers, and screen enlargement applications
- May include skin barrier creams, mattress liners, under pads, adult briefs, wipes, gloves, medication crushers/cutters, thermometers, blood pressure cuffs, etc.

When I apply for the program, can I submit receipts for home modifications AND assistive care technology for reimbursement?

Yes.

APPLICATION PROCESS

If a family caregiver is receiving services, can they still apply for the program?

Yes, the program is to provide reimbursement for home modifications and purchasing/leasing assistive care technology.

How do I get an application to apply?

Contact the Arizona Caregiver Coalition's Caregiver Resource Line at (888) 737-7494, by email at CRL@azcaregiver.org or visit at www.azcaregiver.org for more information. A Caregiver Resource Specialist will email or mail the application packet to you.

When is the deadline to apply for each program year?

Program Year 2022: Last day to request an application is 12/23/2022. ALL required documents must be postmarked,emailed, scanned, or faxed on or before December 30, 2022. No exceptions.

Program Year 2023: Last day to request an application is 12/22/2023. ALL required documents must be postmarked,emailed, scanned, or faxed on or before December 29, 2023. No exceptions.

Program Year 2024: Last day to request an application is 06/21/2024. ALL required documents must be postmarked,emailed, scanned, or faxed on or before June 30, 2024. No exceptions.

How do I submit my documents to the Arizona Caregiver Coalition?

There are three options to submit your application information.

- 1) Scan the requested documents and email to CRL@AZcaregiver.org
- 2) Fax to 888-288-6293
- 3) Mail completed application and copies of documents to
Arizona Caregiver Coalition P. O. Box 21623 Phoenix, AZ 85036

Will my documents be sent back to me?

No, please send copies of your documents. The application and/or documents will not be returned.

When will I hear back about my application?

Once your application has been received, you will receive a response within 90 days.

After I receive my reimbursement, is there anything else I should do?

You will be contacted within six (6) weeks of submitting your application as a follow up about the ability to keep the qualified family member at home.

Can I apply again if I've been denied?

Yes, although family caregivers are not eligible to apply for the grant again after receiving \$1000 per qualifying family member.

What if I disagree with the decision?

You will receive notice in the mail of the official determination. You have the right to Request for Reconsideration within 30 days of receiving the notice of denial. The form will be enclosed with the denial letter.

Can I apply again if I received a reimbursement in 2020 or 2021?

If you received \$1000, no. If you received less than \$1000, you may be eligible to receive the difference between the reimbursement and the \$1000. The expenses must be in the same calendar year as the application.

Do I need to submit a new application packet if I received a reimbursement less than \$1000 in 2020?

Yes, a new application is required for each year that you apply for the program. If the qualified family member's condition did not change, a Medical Need Verification Form is not required to be completed again.

What is a 1099 form?

An Internal Revenue Service (IRS) form.

Why will I receive a 1099 form?

If the reimbursement amount is \$600 or more, it is considered a form of payment. The Arizona Department of Economic Security (DES) is required to send a 1099 form to the family caregiver as the reimbursement is taxable income.

What do I have to do with the 1099 form?

Include the 1099 when filing your annual taxes. If you have more questions, please contact your tax professional.

MORE QUESTIONS

What if I have more questions?

Please contact a Caregiver Resource Specialist at (888) 737-7494 or email at CRL@AZcaregiver.org.

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