



Platte County Connections

7900 NW 106th Street
Kansas City, MO 64153

Phone: 816-891-0990
Fax: 816-891-0937
Email: PCC@pcbsdd.org

IN-HOME RESPITE

ELIGIBILITY

An individual is eligible for In-Home Respite Services when:

- They reside in Platte County, MO in their natural home and are under the direct supervision of a primary caregiver (such as a parent, stepparent, family member) or guardian who lives in the same home.
- They have a documented developmental disability
- They provide justification of financial need
- They are an adult who is unable to stay alone; a child aged 12 or older who is unable to meet their own health and safety needs; or is a child under the age of 12 who has extraordinary support needs such as serious medical needs or requires behavioral supports. (Documentation required for under the age of 12.)

RESPITE WORKER ELIGIBILITY

- Must be 18 years or older
- Must not be a family member living in the home; and
- Must not be the primary caregiver, parent, or stepparent regardless of where they live.

The person served and their families are responsible for selecting the respite provider, providing training on the specific needs of the individual, and maintaining supervision of the respite provider. This includes CPR and First Aid, medication administration, and/or behavioral intervention techniques. All fees related to training are the responsibility of the primary caregiver or respite provider. It is the responsibility of the parent/guardian or person served to insure the provider(s) maintains training and/or certifications he/she has determined necessary for the care of individual.

DEFINITION

In-Home Respite Services is provided to individuals unable to care for themselves on a short-term basis (e.g., a few hours, day, or weekend) because of the absence or need for relief of those persons normally providing the care. It is for the purpose of supporting them in their natural place of residence and includes general supervision and protective oversight of the person served. This may also include bathing, toileting, transfer and ambulation, grooming, dressing, meal preparation, and feeding. Platte County Connections (PCC) recognizes that the availability of this support may contribute to the prevention of unnecessary and/or premature out-of-home placement. This may be authorized and coordinated with other in-home care services, such as nursing or personal care, but may not be delivered simultaneously with those services. In addition, the planning team determines the composition of the service and assures it does not duplicate any other service provided to the individual. When In-Home Respite Services are provided to minor children living with their parents or guardians, the services shall not supplant the cost and provision of support ordinarily provided by parents or guardians of children without disabilities, nor shall it supplant educationally related services and support that are the responsibility of local education authorities. During the In-Home Respite time, the primary caregiver/guardian should take a break from the day-to-day care of the person with the disability. It is not designed for substitution for childcare, school, or day habilitation programs.

PROCEDURES

If In-Home Respite Service is identified as a need, the family/caregiver may request an application for the service directly from Platte County Connections. The family or caregiver shall also receive a liability document which should be read and signed. When the application, liability form and a justification of needs are received by Platte County Connections, it shall be reviewed for consideration. Upon approval, the primary caregiver/guardian will receive a Respite voucher, identifying the amount authorized. Services will not be reimbursed prior to authorization date.

Services may occur based upon the frequency the primary caregiver/guardian deems necessary. However, any services not utilized by the end of the plan year will not accrue to the next plan year. The maximum annual assistance for each eligible person is \$500. If the need and justification is present, an exception may be requested.

It is not an ongoing service. A renewal application is required annually based on the individual's plan year.

Payment for services will be processed upon receipt of a properly completed Respite Voucher from the primary caregiver/guardian. The primary caregiver/guardian is responsible for scheduling within authorized service limits.

It is the responsibility of the primary caregiver/guardian to provide a copy of the photo ID for each person providing the service, in addition to their signature. A signature and picture identification of the provider(s) of service must be on record to receive reimbursement. It is the responsibility of the caregiver/guardian to ensure that required documentation is current and correct.

The vouchers must identify date, rate of pay, hours worked and total paid to that worker. It will also require the workers signature on the voucher, confirming that they have provided the service. The caregiver/guardian will need to sign the voucher verifying that all the information provided is true and accurate.

The hourly payment to the respite provider should be negotiated between the primary caregiver/guardian and the respite worker. However, the minimum hourly payment to be paid to the respite provider is the state minimum wage, which at the present time is **\$12.30 (as of 1/1/2024)**. Completed vouchers can be mailed, faxed, or scanned and emailed to the attention of Drew Ehrlich.

His contact information is:

Drew Ehrlich
Platte County Connections
7900 NW 106th Street
Kansas City, MO 64153
816-891-0990; Fax: 816-891-0937
Email: PCC@pcbsdd.org

The voucher reimbursement to the primary caregivers/guardians will be mailed to the address on the voucher. Checks may not be picked up at the office. Platte County Connections shall maintain records for each program recipient, including documentation of services provided, picture ID and signatures. A new Respite Voucher indicating the amount remaining will be sent with each check for reimbursement. When the amount authorized has been utilized, no more vouchers will be sent out. Requests for reimbursement more than the amount authorized plan shall not be paid.

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