



Policy Attachment: 16.8 Attachment 1

Subject: Guidelines to Supplemental Respite Care

Additional Information:

Respite is the paid or unpaid provision of short-term planned or emergency care to a child or children in order to provide temporary relief to caregivers who are responsible for the routine care of the child(ren). Respite provides temporary relief, reduces caregiver stress and promotes the stability of placements. Respite is not when a child goes to visit a friend or family member of a resource parent for purposes other than the needed break of the resource parent. When a resource parent is in need of respite, the following steps must be taken:

A. Rules of Respite Care

1. Resource Parent Support (RPS) Workers must be informed of any respite plans for a custodial child. Notice may be made via e-mail or by telephone prior to the respite occurring when possible. The RPS Worker will notify the Family Service Worker (FSW) of the respite via email immediately.
2. For DCS homes, the RPS Worker will enter the respite in the Respite Tracking Link (<https://www.surveymonkey.com/s/RespiteTracking>) with a start and end date (not to be longer than 72 hours without documented justification). Additional documentation will be needed when:
 - a. there are more than five (5) total children in the home (including birth and adopted children); or
 - b. there are more than two (2) children under the age of two (2) in the home.
 - ◆ In the event, the respite does meet the above criteria, the RPS Worker will discuss with the Resource Parents what provisions will be in place to ensure that the respite placement will be able to meet the children's needs. The details of any special arrangements made will be noted in the Respite Tracking Link. The RPS Worker will notify the Team Leader and FSW that the placement does not meet the above criteria and the family's plan to ensure the children's needs will be met.

Note: Contract Agencies are expected to track and monitor their own use of respite in accordance with DCS policy.

- ◆ A password is needed to access the Respite Tracking link. To obtain this password, contact a supervisor, Program Director for the Division of In Home, Permanency and IL Services or the Director of Policy and CQI.

The FSW will document the respite and related discussions in case recordings in the child's Family Case and check the box that copies the recording to the Resource Home case record.

3. The rates indicated in DCS Policy [16.29. Resource Home Board Rates](#), are inclusive of funds for DCS resource parents to pay for up to two (2) days of respite per month or a maximum of twenty-four (24) days of respite per fiscal year.
4. Respite requests that exceed the built in allowance will be considered supplemental respite days

and will require pre-authorization from the Regional Administrator.

5. Any family who provides supplemental respite care for a child/youth in the custody or guardianship of DCS must fulfill all requirements outlined by the department.

B. Arranging Respite Care

1. Resource parents who wish to receive supplemental respite services must contact their respective Regional Placement Services Division (PSD)/ RPS worker at least seven (7) days prior to the desired date of respite. Exceptions may be made in cases of emergencies.
2. The Regional PSD/ RPS worker will either make arrangements for a supplemental respite provider or may accept the provider requested by the resource parent, provided the requested family is a verified, approved resource family.
3. The Regional PSD/FPSU worker will complete the authorization section of **form [CS-0656. Respite Authorization and Billing](#)**; and obtain approval from the Regional Administrator. Once approved, the Regional PSD/RPS worker will fax, mail, or hand deliver the form to the authorized supplemental respite provider.
4. The supplemental respite provider must complete their portion of billing section of **form [CS-0656](#)** and return it to their respective Regional PSD within thirty (30) days of providing the supplemental respite service.

C. Paying for Supplemental Respite Care

1. Within five (5) days of receipt of **form [CS-0656](#)**, the Regional PSD/ RPS worker will verify that the supplemental respite occurred, complete the billing section and submit the original to the DCS Fiscal unit.
2. Contracted resource families, who have received respite through their agencies, must adhere to the respite payment process outlined by their agency.

D. Rates and Limits

1. DCS resource parents have limited respite days built into their foster care board rates; however, DCS may make allowances for supplemental respite payments for situations which require additional respite time.
2. A respite care day is considered any requested period of time, from one (1) to twenty-four (24) consecutive hours in duration.
3. The Regional Administrator must also approve any respite that extends beyond fourteen (14) consecutive days.
4. Supplemental respite care will be paid at the rate of \$25 per day, per child, and submitted on **form [CS-0656. Respite Authorization and Billing](#)**, with no disruption in the resource parent foster care contract.
5. Contract Agencies may set the rules, rates and limitations of respite for their agency however; they too must receive permission for any respite that extends beyond fourteen (14) days.