



MONTANA RESPITE
Voucher Program Process

1. Fill out an application and a Modified Caregiver Strain Index online at www.respite.mt.gov or call to have an application and CSI mailed to you. Vicki Clear at 406-234-6034 or 800-224-6034. A Cost-Sharing Sliding Fee Scale will be sent also.
2. Caregiver will return to DEAP:
 - a. application
 - b. Modified Caregiver Strain Index
 - c. proof of caregiver's address
 - d. proof of care recipient's age
 - e. income verification
 - f. medical expense verification, if any
3. The cost-share is calculated.
4. Data is entered into a database.
5. Phone call is made to the applicant. Things covered:
 - a. If qualify, the amount of respite that would be appropriate
 - b. What the cost-share will be
 - c. Three months to use
 - d. Information on choosing a respite provider
 - e. Explanation on how to fill out paperwork and what needs to be returned in order to get reimbursed
 - f. Respite packet – what will be sent to them
 - g. Information on Powerful Tools for Caregivers
 - h. Information about the respite website
6. Respite packet sent
7. Follow up in three months if respite has not been used
8. Caregiver will be reimbursed after return of:
 - a. Reimbursement form – properly filled out
 - b. Satisfaction survey
 - c. MCSI – after respite use