

## Process Checklist

- Received Application
  - Proof of Primary Caregiver's Address
  - Proof of Care Recipient's Age
  - Income Verification
  - Medical Expense Verification (if any)
  - Modified Caregiver Strain Index
- Make a Folder
- Calculate the Cost Share
- Enter Data into voucher Database
  
- Phone Call to Primary Caregiver
  - Other Funding Source(s) \_\_\_\_\_
  - Amount They Will Be Allowed \_\_\_\_\_
  - Three Months to Use
  - Cost Share Amount/How That Works
  - Individual or Agency
    - Individual Respite Provider MUST be at Least 18 Years of Age
    - Individual Respite Provider CANNOT Live in the Same Household as the Care Recipient
    - Liability for Respite Provider
  - Explanation of Voucher
    - Reimbursement Minus Cost Share
    - Filling it Out
    - Record Caregiver Activity during Respite
    - Must Return Survey with Voucher
    - Must Return Caregiver Stress Index #2 with Voucher
  - Written Award Letter/Respite Packet will Follow
    - Letter
    - How to Make the Most of Respite
    - Tips on Hiring a Respite Provider
    - Vouchers
    - Satisfaction Survey
    - Powerful Tools Info Sheet
    - Caregiver Strain Index for after Respite
  - Option of Powerful Tools Class
  - Respite Website/How to Use
  
- Received Voucher Reimbursement Form(s)
  - Filled Out Properly
  - Survey Returned
  - CSI #2 Returned
- Calculate Reimbursement
- Process Check Request
- Mail Check
  
- Three Month Follow Up

Initial items sent:

- Application
- Mod. CSI
- Income Scale