



## Voucher Award Letter

Wednesday, June 03, 2015

Dear Click here to enter text.,

The Montana Lifespan Respite Coalition is pleased to award you with a respite voucher for Click here to enter text.. This voucher is good for three months and will be voided if not used by Click here to enter text. Based on income and other financial information received, the amount of your cost share is Click here to enter text.. This means that you may spend Click here to enter text. and you will be reimbursed Click here to enter text. or you may use Click here to enter text. of respite, pay the Click here to enter text. and get reimbursed Click here to enter text..

Respite may be used a few hours at a time or for several hours as needed. You may hire a private respite provider or you may go through an agency that employs respite providers, or you can also use a combination of both, if that meets your needs. If you hire a private respite provider, they must be at least 18 years of age and they cannot reside in the same home as the care recipient. We have included some information that may be helpful in hiring a provider and in using respite, titled, "How to Make the Most of Respite" and "Tips on Hiring a Respite Provider."

As respite is provided, fill in the respite voucher completely including the line asking for how you spent your time while respite was taking place. The voucher must be signed by the respite provider and you, as the caregiver verifying the hours worked. The voucher must then be mailed to the DEAP office. Original signatures are needed to reimburse for respite. Reimbursement will then be processed and mailed to you within two weeks from the date the voucher is received. Included with the request for reimbursement, you must return the Satisfaction Survey, the Modified Caregiver Stress Index that you fill out after respite has taken place. You will not be reimbursed until we receive all of these forms.

If you have any questions, please feel free to call Vicki at (800) 224-6034 or email your questions to [vclear@deapmt.org](mailto:vclear@deapmt.org).

Sincerely,

Vicki Clear  
Lifespan Respite Program Director

*It's OK to need it, it's OK to want it, and it's OK to get it!*