



Application for Respite Funding

Directions for filling out the application are at the end of the application.

Section 1

Care Recipient Information

These questions are about the person who is to be cared for.

Last Name: Click here to enter text.

First Name: Click here to enter text.

Address: Click here to enter text.

Apt: Click here to enter text.

City: Click here to enter text.
text.

State: Click here to enter text. **Zip:** Click here to enter text.

Telephone: Click here to enter text.

Date of Birth: Click here to enter text.

Gender: Male Female

Is the care recipient a veteran? Yes No

Type of Need:

Medical Diagnosis: Click here to enter text.

Disability: Click here to enter text.

Unable to be Left Unattended: Click here to enter text.

Other: Click here to enter text.

Living Arrangement: Alone With spouse only With spouse & other relatives

With other relatives With non-relative With parent

Relationship to primary caregiver: Wife Husband Daughter Daughter (in-law)

Son Son (in-law) Mother Father Other Relative

Non-Relative (specify) Click here to enter text.

Section 2

Primary Caregiver Information

These questions are about the caregiver – the person who does the caregiving.

Last Name: Click here to enter text.

First Name: Click here to enter text.

Address: Click here to enter text.

Apt: Click here to enter text.

(If caregiver does not live with care recipient, please provide proof of address)

City: Click here to enter text.

State: Click here to enter text. **Zip:** Click here to enter text.

Telephone: Click here to enter text.

Cell phone: Click here to enter text.

Email: Click here to enter text.

Date of Birth: Click here to enter text.

Gender: Male Female

Are you a veteran? Yes No

Number of hours the caregiver spends providing care in an average week: Click here to enter text.

Type of services I'm interested in for the care recipient:

In-home hourly care Temporary overnight care Adult Day Care

Combination of Services Crisis Care Other Click here to enter text.

I need more information about choices: Click here to enter text.

Are you receiving any respite services now? (anything that could be considered a break from caregiving)

Yes – If yes, what service(s)? Click here to enter text.

Agency or Program: Click here to enter text.

Funding Source: Click here to enter text.

No

Regular Care Provided by Primary Caregiver

As the caregiver for this individual, I regularly (daily/weekly) assist him/her with the following: (check all that apply)

Basic Activities of Daily Living:

- Personal hygiene bathing/grooming
- Feeding
- Dressing and undressing
- Toileting
- Bowel and bladder management – including incontinence care
- Transferring/walking (moving from bed to wheelchair, getting on and off toilet)

Inability of Care Recipient to perform:

- Housework
- Meal preparation
- Medication management
- Shopping
- Money management
- Transportation
- Using the telephone and other communication devices

Special Health Care:

- Medical equipment (oxygen, feeding tube, respiratory equipment, etc.)
- Medication (prescribed, ongoing)
- Nursing assistance (visits regularly)
- Diabetes (insulin dependent/special diet)
- Use of wheelchair, cane, crutches, braces, or walker
- Incontinence – How often? [Click here to enter text.](#)
- Other specialized care needs [Click here to enter text.](#)

Care Recipient has difficulty:

- Seeing
- Hearing
- Communicating
- Comprehending

The Care Recipient has the following specific conditions:

- Aggressiveness
- Withdrawn
- Acting out/impulsive
- Alzheimer's or Dementia
- Autism
- Traumatic Brain Injury
- Seizures – Type [Click here to enter text.](#) Date of last seizure: [Click here to enter text.](#)

Homebound (cannot leave home without considerable assistance):

- Yes
- No

Income Information

In order to determine our level of cost sharing please...

Complete Section A if you are caring for someone 18 or older

OR

Complete Section B if you are caring for someone under 18 years old

In the appropriate box list **all** Income – Taxable and non-taxable
(Married couples must report their combined income)

Please check one: Income below is from the past: **Year** **90 days**

Section A: Care Recipient Income Information if the Care Recipient is 18 or older:

Federally Adjusted Gross Income (As reported annually to the IRS)	\$
Social Security/SSI/SSDI (If not reported on tax return)	\$
Other Income (If not reported on tax return)	\$

Section B: Caregiver Income Information if the care recipient is under 18 years old:

Number of dependents living in household (including yourself/spouse): [Click here to enter text.](#)

Federally Adjusted Gross Income (As reported annually to the IRS)	\$
Social Security/SSI/SSDI (If not reported on tax return)	\$
Other Income (If not reported on tax return)	\$

Attach documentation for all income listed above.

Medical Expenses

No matter which of the above Income Information sections you filled out, please include information about your medical expenses, if applicable. By submitting your Medical Expenses, we may be able to reduce your co-pay.

Medical Expenses – Please enter the amount of medical expenses paid over the past:

Year \$ [Click here to enter text.](#) **OR** **90 Days** \$ [Click here to enter text.](#)

Please refer to the *Medical Expenses* portion of the *Application Instructions* for details on eligible medical expenses.

Your application is complete if you have included the following:

Proof of Primary Caregiver's Address

Proof of Care Recipient's Age

Income Verification

Medical Expense Verification (if any)

Modified Caregiver Strain Index

I certify, under penalty of perjury, that the information provided in this application is true and accurate.

Signature of Caregiver: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

******Where did you hear about this respite voucher program:** [Click here to enter text.](#)

Application Instructions

To avoid any delay in processing application, please complete the **entire** application and include appropriate documentation. Application must be signed **by the caregiver**.

SECTION 1 – COMPLETE FOR CARE RECIPIENT INFORMATION:

Date of Birth: Acceptable proof includes a copy of the care recipient's birth certificate, driver's license, or State ID card.

Medical Diagnosis: Give a brief description of the medical diagnosis in the space provided on the application.

SECTION 2 – COMPLETE FOR CAREGIVER INFORMATION:

Proof of the primary caregiver's address must be included with this application. Acceptable proof includes a copy of the caregiver's current driver's license, State ID card or a utility bill.

Income Information: If care recipient is ***over the age of 18 years*** old the amount of cost share is based on the income of the care recipient and spouse, if applicable. If the care recipient is ***under the age of 18***, the cost share is determined by their household income.

Income Verification Requirements: All income must be reported and verified. Married couples living together must report and verify income of both spouses. Acceptable proof includes a copy of your most recent Income Tax Return, 1099 statements, Social Security award letter, pension checks, and bank statements. Also include proof of interest, dividends, rental income, stocks and bonds. If your tax return does not list your Social Security income (Form 1040A line 13a or Form 1040 line 20a), you must send us a benefit award letter or bank statement proving how much Social Security you received in addition to the income reported on your tax return. Also include any paid medical expenses.

Medical Expenses: Paid medical expenses that exceed 3% of your income may entitle you to a Medical Expense Deduction (MED). A MED can reduce your countable income and reduce your share of cost. Individuals applying on the basis of the last calendar year's income may report medical expenses paid during the previous 12 months prior to the month of application, or the previous 90 days if there have been significant changes to their income.

Medical expenses include paid bills from physicians, dentists, vision and hearing specialists and other health care professionals, medical insurance including Medicare premiums and deductibles, ambulatory health care facilities, prescription medicines, institutional care, dental, vision and hearing devices, prosthetic and auxiliary apparatus. Proof of claimed medical expenses must be included with your application. Acceptable proof includes copies of paid receipts from your health insurance plan, receipts or print-outs of paid pharmacy bills or any other paid medical bills.