



# **RESPITE CARE PROGRAM UPDATE**

## **Effective April 15, 2021**

The Department of Family and Children's Services (DFCS) would like to bring to your attention important changes to the Respite Care Program. These changes are effective as of April 15, 2021. Pursuant to this policy change, all respite care requests submitted on or after April 15, 2021, will need to abide by the new standards of the program.

DFCS has been informed that many Resource Parents did not know how to provide the required 1099 forms to respite care providers. In order to ensure legal compliance and assist Resource Parents, the Respite Care Program will no longer provide reimbursements to Resource Parents and will only make payments directly to approved respite care provider(s). Since the program will now only be a payment program, Resource Parents will not be responsible for 1099 forms as the County will provide the required 1099 directly to respite care providers at the end of the year for tax purposes. In order for the County to be able to make payments for respite care, all respite care providers must provide the County with a social security number or a tax ID number. Without either information, the County will NOT be able to issue payment(s) to respite care provider(s). Respite care providers should consult their tax consultants for further guidance. The respite care provider will also need to be approved by the Resource Family Approval (RFA) program through Livescan clearance. If you are not sure that your respite care provider is cleared through RFA, please contact your RFA social worker at (408) 501-6880.

The Respite Care Program will also limit the availability to request payment(s) under the Prudent Parent Standard. Resource Parents are NOT able to submit a payment request when using the Prudent Parent Standard for respite care. Respite care provider(s) may only receive payment through the Respite Care Program pursuant to the procedures set forth above. When Resource Parents have extra adults that live in the same household (such as a partner, spouse, significant other, domestic partner, etc.), the use of respite payment for respite will not be allowed. If the approved resource parent has adult children who reside in the home, payment will only be allowable for foster children. We encourage resource families to continue to build their circle of support, which can include extra adults living in the same household.

When you need to utilize the Respite Care Program, we encourage you to first contact the Respite Care Coordinator to ensure that the respite care provider is authorized to care for the children through the RFA program and that payment will be issued. The County requires all individual to complete a W-9 (Request for Taxpayer Identification Number and Certification) and an Electronic Payment Registration Form in order to make payments. Please consult with Respite Care Coordinator to obtain these forms if respite care provider has not previously completed these forms.

As a reminder, you need to sign and return The Respite Care Program Statement of Understanding before any payment(s) will be issued for respite care.