



**DELAWARE HEALTH AND
SOCIAL SERVICES**

Division of Services for Aging and
Adults with Physical Disabilities

**Grandparents-Relative
Caregiver Childcare Respite
Service Specifications**

Revision Table

Revision Date	Sections Revised	Description
7/24/17		Original
06/20/19	10.0	Added entire section
8/19/2020	3.1	Changed the voucher amount.
8/19/2020	5.2	Changed the age from 55 to 60.
8/19/2020	10.0	Deleted - <i>At a minimum, one hundred & twenty-four (124) unduplicated care recipients are to be served within the twelve (12) month contract period.</i>



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1.0 SERVICE DEFINITION

- 1.1 The Grandparents-Relative Caregiver Childcare Respite is a service, which provides short-term relief to a caregiver providing unpaid care to a family member or other relative of any age with any disability.
- 1.2 This service provides the caregiver a break from the demands of ongoing care and can be provided in the absence of the caregiver or while the caregiver is in the home.
- 1.3 This service can be provided by paid professionals, long-term care facilities, child or adult day programs, camp programs or by friends or family.

2.0 SERVICE GOALS

- 2.1 To assist in providing relief for grandparents and relative caregivers who are raising other relatives' children in the caregivers' own homes, providing the majority of care for these children.

3.0 SERVICE UNIT

- 3.1 The unit of service for Grandparents-Relative Caregiver Childcare Respite is a voucher of at least \$500 per family with additional funds awarded for additional children using the following amounts:
 - 2 children: \$850 total
 - 3 children: \$1050 total
 - 4 children: \$1200 total
 - \$100 each for each additional child

4.0 SERVICE LOCATION

- 4.1 Services can be provided in existing licensed and/ or legally operating childcare programs throughout the state or in the residences of friends or family members identified by the caregiver.

5.0 ELIGIBILITY & PRIORITY

- 5.1 The Grandparent-Relative Childcare Respite is supported by both state and federal funds as per the Older Americans Act, Title III-E and the National Family Caregiver Support Program. As required by these funding sources, services will be directed to caregivers as described below:
- 5.2 Grandparents & Relative caregivers (not parents) must be:
 - 5.2.1 Age 60 and over; and
 - 5.2.2 Lives with, is the informal provider of in-home and community care to, and is the primary caregiver for, a child or an individual with a disability;
 - 5.2.3 In the case of a caregiver for a child (must be 17 or younger) –



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- 5.2.3.1 Is the grandparent, step grandparent, or other relative (other than the parent) by blood, marriage, or adoption of the child (Self Attestation Need);
- 5.2.3.2 Is the primary caregiver of the child because the biological or adoptive parents are unable or unwilling to serve as the primary caregivers of the child;
- 5.2.3.3 Has the legal relationship to the child, such as legal custody, adoption, or guardianship, or is raising the child informally; and
- 5.2.4 In the case of a caregiver for an individual with a disability (defined as an individual who is not less than age 18 and not more than age 59), is the parent, grandparent, or other relative by blood, marriage, or adoption, of the individual with a disability.
- 5.2.5 Services are available to all eligible residents of the State of Delaware with valid proof of age and residence (Driver's license or Government I.D.).

6.0 SERVICE STANDARDS

- 6.1 Services to be provided will include:
 - 6.1.1 Enrolling eligible caregivers for a voucher by phone or by e-mail
 - 6.1.2 Reviewing available options for use of voucher.
 - 6.1.3 Preserving program participant information in a secure and confidential manner.
 - 6.1.4 Promote the Program via presentations and through the provider's web site.
- 6.2 A completed application will be maintained on file for each person applying for a service voucher and will contain at a minimum:
 - 6.2.1 Name of caregiver
 - 6.2.2 Name, age and, if applicable, primary disability/diagnosis of care recipient
 - 6.2.3 Verify and document Eligibility status of caregiver
 - 6.2.4 Any other sources and amount of respite care the care recipient is eligible to receive
- 6.3 Each applicant will receive a letter denoting approval or denial, but including additional resources, which may be appropriate for that caregiver.
- 6.4 Case management support will be available for each applicant, regardless of approval or denial. Case Manager is knowledgeable in not only respite resources, but disability and aging issues as well.
- 6.5 The website dedicated to the Grandparent-Relative Childcare Respite program will contain information about choosing respite providers, background checks, and reporting tax information.
- 6.6 Provider will not recommend to any specific individual care providers.
- 6.7 Provider does not warrant or guarantee an individual care provider's capabilities.

7.0 MARKETING SERVICES

- 7.1 The Provider will provide marketing services targeting caregivers as follows:



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- 7.1.1 Promote Grandparent-Relative Childcare Respite on their website and include a link to DSAAPD and the ADRC.
- 7.1.2 Conduct marketing to eligible grandparents and the broader community about the services provided through Grandparent-Relative Childcare Respite. Marketing and circulation will be done via online and print media including newspapers, newsletters, program notices, flyers, etc.
- 7.1.3 When the Grandparent-Relative Childcare Respite or services are publicized through the news media or other sources, contractor will identify the Division of Services for Aging and Adults with Physical Disabilities as the support agency and include the division logo. The contractor must also state that primary funding is provided by the National Family Caregiver Support Program, Title III-E of the Older Americans Act. (Note: All printed publications and websites must have the Care Delaware wording and logo removed and replaced with general DSAAPD branding)

8.0 WAITING LISTS

- 8.1 When the demand for a service exceeds the ability to provide the service, a waiting list is required. Applicants will be placed on the waiting list until services can be provided or until the applicant no longer desires services. The waiting list must be managed in accordance with DSAAPD policy X-K, Participant Service Waiting Lists. In all cases, the reason for the selection of an individual ahead of others on the waiting list must be documented (e.g., in writing and available for review).

9.0 REPORTING REQUIREMENTS

- 9.1 Pursuant to the DSAAPD Policy Manual for Contracts, Policy X-Q, the provider will invoice monthly using the DSAAPD Grandparents-Relative Caregiver Childcare Respite, Invoicing Workbook (IW)
- 9.2 In the event of an Invoice Review, the provider must supply supporting documentation for the contract invoice for the selected month of the Invoice Review. All information must be provided in an email to DSAAPD through the use of Adobe or Microsoft office-based software. All supporting documentation must be sent via secure email.
- 9.3 The provider will submit the following documentation to the DSAAPD Contract Department Contact for use in required federal reports:
 - 9.3.1 Caregiver Demographics
 - 9.3.2 Recipient Demographics
 - 9.3.3 Eligibility & Service Area Validation
 - 9.3.4 Days of care paid, hours of care paid, and Subsidy used.
 - 9.3.5 Recruitment efforts and description of training for respite providers
 - 9.3.6 Completed Enrollment form for each caregiver
 - 9.3.7 Community outreach events attended
- 9.4 All DSAAPD requests for back-up documentation must be available within five (5) business days.