

Policy/Procedure/Subject: Respite Provider Pay		
Policy/Procedure No: AP 455	Adoption Date: 08/01/03	Revision Date: 9/17/14 3/29/17
Approved By: 	Title: Chief Executive Officer, Children's Network of SW Florida, LLC	
Authority Reference: Governing Board		

I. POLICY

Respite Services are used to record payment for full time care of a child for a short period of time by a person who has been approved as a respite care provider in order to allow the primary caregiver a short period of time for rest and relief from the care and responsibility of the child. When foster parents need temporary respite (time-off) from the care of a child, Children's Network of SWFL, LLC will pay a respite provider to care for the child during the foster parent's director-approved respite period. Respite payments are limited to 12 days per fiscal year (July 1st through June 30th) for each foster home and paid at a rate of \$14.00 per day of service delivered. Respite payments that exceed the 12 days per year requirement will be recouped from future payments as required.

II. PROCEDURE

A. The Accounting Department will receive all requests for respite which normally comes from CMO units and processed by the placement office. A Multi-Purpose Placement/Change Request Form will be completed with the child name, ID, case id, current provider name and FSFN ID, respite provider name and FSFN ID, date start and end of respite periods. The CMO Placement Unit must approve the number of respite care days and daily pay rate, and forward to Accounts Payable for generation of a Form 188 and subsequent payment in a timely manner.

B. The CMO Placement Units should submit the required respite care forms on 1st and 15th of each month. The pay request should be for the care given in the previous month. (Example: By the 15th day of April, submit all forms that reflect respite care provided during the month of March). These payments will be processed through the DCF FSFN system and generate a Form 188 for audit documentation and payment.

C. Payment request for respite care pay will be processed through the accounting system Accounts Payable on each Wednesday or Friday and will be mailed on the next business day.

D. The CMO Placement Coordinator shall ensure that the respite provider receives payment. Generally, either the respite provider will pick it up a check at the corporate office or it will be mailed to the respite provider's home. If mailed, the checks will be sent via regular U.S. Mail. Due to the cost involved, do not use overnight delivery for this purpose.

E. All respite transactions will be marked as an IRS Form 1099 reportable event.