

Foster Family Respite Protocol

EFFECTIVE JULY 1, 2023

RESPITE CRITERIA

Families are eligible for up to twenty-four (24) days of respite per child in care per calendar year, which includes partial day stays and/or overnight stays. HHS workers are responsible for paying respite care providers through the Agency's online reporting system. The payment rate foster care respite providers receive is the daily rate the child receives in the current foster home family placement. **Any child receiving respite from a foster family is counted in the foster family's capacity.**

PROCEDURE

1. Foster families have three options to locate respite care:
 - a. Their RRTS Caseworker can assist in locating respite care.
 - b. Respite care can be arranged between foster families (the foster family must remain within licensing capacity) but then must notify Contractor RRTS Caseworker to ensure respite provider is not on hold, is in good standing, will remain within licensing capacity, and has appropriate space and bedroom sharing arrangements considering gender of any children age 5 or older.
 - c. The child's HHS worker and/or licensing worker can provide support and assist in locating respite care. (If the family contacts HHS, HHS will work jointly with the RRTS Caseworker to locate respite care options.)

NOTE: Resource families must contact the child's HHS worker and Contractor RRTS Caseworker to inform them of the dates they will need respite, to provide the name of the respite family and to get approval for the respite. This needs to be done as far in advance as possible.

2. The RRTS Caseworker must ensure a respite foster family has capacity to take another child before respite arrangements are made or obtain an approved variance from the Department if the respite family is at capacity. (The RRTS contractor and HHS will complete the variance according to local protocol.)
3. The foster parent will contact the proposed respite family to work out details of the respite care. The foster parent will ensure respite provider is aware of child's important contact information (for HHS worker, bio parent, FCS contractor, primary care physician), any medical needs/concerns including known allergies, any scheduled

appointments or visits and the appropriate transportation plan for each, and any individuals with whom the child is prohibited to have contact with (if any).

4. The foster family in need of respite should be aware that camps may not be permitted for respite reimbursement.
5. The RRTS Caseworker and the child's HHS worker will ensure the respite information is known to each other.
6. The respite resource family will send an email to the primary resource family requesting payment for the days of respite provided. This email will include the name(s) of the children and the beginning and end dates for the respite time frame. The primary resource family will forward this email to their ongoing HHS worker.

