

**STATE OF NEVADA
AGING AND DISABILITY SERVICES DIVISION**

**SERVICE SPECIFICATIONS
RESPITE VOUCHER SERVICE**

Any exceptions to these Service Specifications must be requested in writing and approved by the Deputy Administrator of the Aging and Disability Services Division.

PURPOSE:

To promote quality of service, the Aging and Disability Services Division (ADSD) has established service specifications that contain general guidelines. The service specifications that each grantee must follow consist of GENERAL REQUIREMENTS and PROGRAM-SPECIFIC REQUIREMENTS established for each type of funded service.

SERVICE DEFINITION:

This service helps subsidize the cost of Respite Care, though Respite Vouchers valued up to \$1,000 annually, which may be issued to a designated caregiver to provide supervision of an eligible individual. (See also: Respite and Supportive Services, Service Specification)

SERVICE CATEGORIES AND UNIT MEASURES:

Respite Voucher Programs: Respite vouchers, valued up to \$1,000 annually, may be issued to a designated caregiver to provide supervision of an eligible individual.

Respite Voucher Programs: One unit equals one hour of respite care regardless of the cost to provide that unit. Programs may issue voucher certificates valued up to \$1,000 per caregiver annually. (A caregiver may request coverage for a second eligible person living in the same home.)

GENERAL REQUIREMENTS:

Grantees are required to meet all applicable Federal and State laws related to taxation, labor and related law.

SPECIFICATIONS:

1. Eligibility:

1.1 An individual age 60 or older, or age as defined by the funding source, who is a State of Nevada resident and receives live-in supervision/care by a family member or a non-primary caregiver (e.g., live-in friend).

1.1.1 The need for supervision has been verified by a physician, a social or health agency, the program staff or some other method of verification that has been approved by ADSD.

2. Operating Procedures and Documentation Requirements:

- 2.1 The grantee may establish agreements with facilities and agencies willing to accept a voucher for services and bill the program directly. In the event that respite expenses exceed the value of the certificate, a caregiver may supplement the voucher with personal funds. Any expense over an award amount is the caregiver's financial responsibility. The maximum award possible is \$1,000.
- 2.2 If the program develops a system to issue vouchers at varied amounts, based on self-declared client or caregiver income or other factors, the system must be approved by ADSD before implementation.
- 2.3 The respite care provider must submit a signed statement of services to be provided with an acceptance of the established reimbursement rate (e.g., minimum wage). A signed statement that includes respite service hours must be submitted to the program in order for reimbursement to be made.
- 2.4 Residency for the client and caregiver can be established by a Nevada driver's license or other legal document, such as a State of Nevada identification card, a rental or utility bill, verification of voter's registration or other official documentation.
- 2.5 Expiration dates must be approved by ADSD. Respite voucher certificates may have up to a 3-month expiration date from the end of the funding period.
- 2.6 Programs will develop and maintain:
 - 2.6.1 A referral log of agencies willing to accept and bill for services.
 - 2.6.2 A respite voucher application that will include caregiver and care recipient information.
 - 2.6.3 A process for the documentation of the number of hours of service provided by the respite facility or independent worker (e.g., timesheet, vendor invoice).
 - 2.6.4 Programs may require recipients to use a portion of the award within the first 90 days.