



## RESPIRE SPRING NEWSLETTER

### What's New

#### Changes in Respite Allotment:

*In order to avoid having taxes withheld from your respite provider paycheck, we will be implementing a one time adjustment to the reimbursement schedule so that the respite funds will coincide with the regular calendar year. Fund period beginning **April 1, 2011** will end on **December 31, 2011**. Respite funds will remain at \$600/Family One Eligible Person, \$1,200/Family Two Eligible Persons, \$1,800/Family Three or More Persons maximum with \$200 extra per family not per person.*

#### Enrollment Forms:

*Changes in Criminal Background Checks. All **NEW** respite providers are now required to have a completed criminal background check **prior** to providing respite services. This form is included in the enrollment packet.*

#### Free Workshops:

*Free Transitions Planning Workshops on **MARCH 31** from 11:30 AM —1:30 PM held in the Atrium at CEI-CMH, 812 E. Jolly Road, Lansing - light lunch served. Please RSVP to Candy Ellison @517-346-8305 by March 25th or leave a mes-*

*sage. This session will be repeated again on **MAY 19th** from 6 PM — 8 PM. Please RSVP to Candy Ellison @ 517-346-8305 by May 13th or leave a message. This workshop will contain information regarding how to access services for your family member as they transition from childhood to adulthood.*

#### Tax Information:

*If you have more than one (1) respite provider or have enhanced respite, please contact Stuart Wilson's office for tax forms.*

#### Mailing Address:

CEI/CMHA  
ATTN: (Please specify  
Kathy Vogel or Carisa  
Visser)  
812 E. Jolly, #114  
Lansing, MI 48910

#### How To Contact Us:

- **Kathy Vogel**—(517) 346-9539 for information regarding Annual Plan of Service, Provider Information and General Camp questions.
- **Lisa Arens**—(517) 346-9502 or [arensl@ceicmh.org](mailto:arensl@ceicmh.org) for Camp Billing questions.
- **Carisa Visser**—(517) 346-9510 or [visser@ceicmh.org](mailto:visser@ceicmh.org) for information regarding Enrollment Forms, Respite Vouchers and Fund Balances.

#### Community Events and Information:

Mid Michigan Autism Association. A way to be connected to community resources and have access to a calendar of community events. Membership is free. Please sign up at:

[www.midmichiganautism.org](http://www.midmichiganautism.org)



### Summer Camp Information

If you would like to use your respite allotment for summer camp, you MUST:

1. Complete the Camp Request Form and mail to Carisa Visser at least two weeks prior to the first day of camp in order to process payment, or camp costs may not be paid with Family Friend monies.
2. If your child/adult is Medicaid eligible, the camp MUST send a bill to us in order to be paid. For Non-Medicaid, a camp receipt MUST be submitted with the voucher.
3. Family Friend monies MUST be available in your allotment in order for camp to be paid or camp WILL NOT be paid.



## Frequently Asked Questions:

**How do I access respite?** If you qualify for respite services but are not using them, talk with your Case Manager about how to access services. If you do not have a Case Manager, contact Kathy Vogel at (517) 346-9539.

**How often can I use respite?** Respite is a service that is meant to be used to provide a break for a primary caregiver on a temporary and intermittent basis. Respite services will not pay for ongoing childcare.

**How do I find someone to care for my family member?** Families often find respite providers using the following community resources:

- **MSU FAMILY Resource Center at [www.frc.msu.edu](http://www.frc.msu.edu) (click on “family helper”) offers a list of students who are interested in working as “family helpers” and some families have located respite providers from this list.**
- **GREAT START CENTRAL REGIONAL RESOURCE CENTER (CRRC), formerly known as OFFICE FOR YOUNG CHILDREN (OYC) has a listing of day care providers and resource information. Some of these providers may be willing to do respite. CRRC may be contacted at 1-800-234-6996. This office provides service to the following counties: Ingham, Eaton, Clinton, Shiawassee, Ionia, Gratiot, Gladwin, Isabella and Midland.**
- **CHECK WITH YOUR LOCAL SCHOOL; some families have been successful in locating a family friend this way.**
- **PLACE A HELP WANTED AD AT THE LOCAL CHURCH YOU ATTEND.**
- **PLEASE NOTE: Parents are considered the employer of a family friend. As employers, you are responsible for obtaining referrals, interviewing, doing police checks, getting employment history, checking experience, providing training specific to your adult or child receiving respite care.**

## Reminders:

**Messages:**

When leaving a phone message PLEASE give your name, the child/adult name and a contact number. Also, Suite 114 MUST be on any mail you send to us. The Post Office may not deliver your mail without this. If you would like to see Kathy Vogel or Carisa Visser in person, you must call ahead to make an appointment.

**Payment Processing:**

Vouchers are processed two times per month. Vouchers must be submitted within 30 days after the respite service has been provided. Please allow up to two weeks for processing when dropping off and three weeks for processing when mailed. Please note: when paying respite providers, there is a \$100.00 maximum daily charge and \$10.00 maximum hourly charge. For questions regarding Medicaid respite payments and tax withholding questions, please contact Stuart Wilson's office at 1-989-832-5400.

**In Preparation of Your Family Member Becoming 18 Years of Age:**

- Apply for Medicaid through the Department of Human Services. If you have a primary insurance, this will not be a replacement, only a secondary source of insurance. If you qualify, Medicaid can help to pay for respite services.
- Apply for Adult Home Help through the Department of Human Services. This program can provide financial assistance to pay for personal care such as: bathing, grooming, housework, meal preparation, laundry etc.
- Apply for SSI through the Social Security Administration.
- If you are considering applying for Guardianship or an alternative to Guardianship, you may want to discuss your family's options with your family member's school social worker and file any necessary paperwork with the probate court.

**Respite Forms:**

Respite Forms are available on our Website at: [www.ceicmh.org](http://www.ceicmh.org). Click on CMH Services on the left and then look under “For Persons with Developmental Disabilities.”