

**How much reimbursement will I receive?**

Respite reimbursement will depend on the budget available for respite services. Families will be responsible for hourly co-pay that will be deducted from their reimbursement.

**Who pays the provider and how much is the provider paid?**

Parents will be responsible for paying the providers. The respite program reimburses the family and it is up to the parent to pay the provider based on the negotiated rate. Reimbursement can take up to 8-10 weeks.

If you have any other questions, please contact your local case manager or the Uniting Parents' Amarillo office at 1-888-892-2273.



**Uniting Parents  
Families' Respite  
Program**



a program of the  
**Coalition of Health Services**  
301 S. Polk Suite 740  
Amarillo, Texas 79101  
(806) 337-1700 ext. 211  
1-888-892-2273

**Families Respite is a respite program for children with special health care needs and their families.**

This respite program is funded by a grant from the Texas Department of State Health Services (DSHS) and will provide opportunities for families to participate and receive access to short term respite.

Our mission is to strengthen the family unit by providing respite, accessing resources, and allowing opportunities for the child to be a part of his community not apart from his community.

Respite will help parents:

- Keep their child at home
- Preserve and strengthen the family
- Enroll their child in community leisure activities such as camps
- Spend time with their other children
- Reduce stress
- Rebuild marital relationships
- Have time to attend conferences, meetings, support groups, etc...
- Provide care during short-term emergencies
- DO NOTHING, but rest

**\*Respite is NOT intended for daily or long-term child care.\***

In the next few pages, you will find important information regarding this opportunity.

**If you have any questions, please let your case manager know or call our toll free number 1-888-892-2273.**

**Application Process:**

You and your case manager will identify respite services as a goal on your individual service plan. Once your application is received and reviewed, an approval or denial letter will be mailed. The approval letter will explain the voucher system.

**Voucher:**

Upon approval, a voucher with instructions will be mailed to the family. This voucher will require signatures from both the provider and the parent. The reimbursement rate and the required co-pay will be printed on the voucher. *The voucher must be in our office by the last day of the month in which respite services were used, so we can request your reimbursement. We will mail reimbursement to the specified address on the voucher approximately 8-10 weeks later.*

**Respite Survey:**

A survey is included on the reimbursement voucher. This short survey will help us receive feedback on how the respite program is being used.

**An example of respite use is defined as:**

- 2 hours to go to the grocery store
- 4 hours to attend a special event with family or friends
- 3 hours to take siblings to a movie and get a burger

**Frequently Asked Questions**

**What is respite?**

Respite is a short break or rest for families who have a child with special health care needs and disabilities. Respite is not a daycare service.

**How do I access respite hours?**

Contact your case manager with your request. The amount of respite hours will be based on need, approval, and availability of funds. It is important to plan ahead for any respite use.

**Who can be the respite provider?**

Parents may choose friends or an adult relative living outside the home to be a provider. It is the parent's responsibility to screen their providers and provide appropriate training to the provider based on their child's needs.

**Who is eligible for respite?**

Families receiving Uniting Parents services that are not receiving respite services from another source are eligible for respite.

**How soon will I receive my reimbursement?**

The voucher & satisfaction survey will need to be in our office by the last day of the month in which respite services were provided. We will mail your reimbursement approximately 8-10 weeks later. Delays can happen when vouchers are not turned in on time.

**For example:**

- Reimbursement requested for the month of October by October 31<sup>th</sup> from this office will be reimbursed approximately to the parent between December 15 and December 31.