

Alabama Lifespan Respite Resource Network®
(Alabama Respite)

New Instructions for completing your DMH Respite Vouchers

November 1, 2015 – September 15, 2016

- **No respite provider can be paid over \$600 for a calendar year (January to December). Caregivers will be responsible for keeping up with which respite providers they have used and how much they have paid each one during a calendar year. Remember November 2015 to December 2015 is part of the current calendar year, so whoever you have already used this year, you may or may not be able to use them again until the 2016 calendar year.**
- Fill your form out completely, including your signature, and have your respite provider(s) sign in the appropriate place on the form. You may use the back of the voucher or another piece of paper if you need more room. Do not fill out your form for future dates. You must have already received your respite service to submit it on your voucher for reimbursement.
- The caregiver is responsible for any amount over \$10 paid to a respite provider, regardless of the number of individuals he/she provides care for in the home. The respite provider must be over 18 years of age, and not live in the home with the caregiver and loved one.
- Respite funds cannot be used for child care or regular adult day care for caregivers who work!
- When you have used your entire voucher, then mail it back for reimbursement. If your voucher is not completed correctly, it will be mailed back for correction.

Example of how to complete the date, hours, rate and total correctly:

Date 10/31 Number of Hours 4 Rate per hour \$10 = Total Amount \$40.00

(Always do day specific, do not post by week or month.)

- When I receive your voucher, I will date receipt and post into the database. At the end of that month, I will invoice for all vouchers I received during that month. DMH will send us reimbursement funds to cover the checks, and when we receive that, we will mail out caregiver checks. Usually, there is a three to four week turn around. For example, if I get your voucher November 15, you should get your reimbursement check about the last week of December. Do not call to ask about your check until at that time frame has passed.
- Contact me if you have a question:
respiterequest@ucphuntsville.org (best way to contact me for immediate reply)
866 737 8252 toll free 256 859 4332 fax (*phones go to voice mail*)