

Alabama Lifespan Respite Resource Network[®]

Voucher Respite Enrollment Procedures

What is the Alabama Respite Voucher program?

Alabama Respite currently has funding for caregivers of children or adults with an intellectual disability (formerly called mental retardation) or cognitive delay. Respite funds may ONLY be used for respite care! If your loved-one has a chronic illness or other type of disability, we welcome your application, as it will assist Alabama Respite in seeking additional funding to meet caregiver needs throughout Alabama. Our staff will contact you if we know of additional respite resources you may qualify to access.

How Do I apply?

1. Complete the two attached forms: • Enrollment form • Demographic data form
2. Attach **proof of individual's diagnosis**

***Proof of diagnosis should be in the form of a medical doctor's statement of diagnosis including intellectual disability or one page from other service agency with diagnosis of intellectual disability clearly stated such as in IEP or IFSP.**

3. Steps 1 and 2 must be completed before your application can be processed!
4. **Mail to: Alabama Respite, 1856 Keats Drive, Huntsville, AL 35810**

How do I use the Voucher Respite Care Program?

1. If funds are available, you will be mailed a voucher for amount of money you are approved to use.
2. Respite funds can be used only during the dates stated at the top of the voucher.
3. You may select, hire and train a respite provider of your choice and schedule respite care. Your provider **MUST** be at least 18 years old and not reside in the home.
4. Return your completed form by the due date stated on the form. Late forms will not be paid.
5. To be reimbursed for respite, complete your voucher and mail it back to the address at the top of the form.
6. You set the rate of pay for your respite worker at any amount you choose but not less than \$7.25 (minimum wage). Alabama Respite will reimburse you up to \$10.00 per hour of the amount you set.
7. You will only be reimbursed up to \$10.00 an hour even if you have more than one individual with a disability living in the home.
8. Reimbursement checks will be made payable to you (not your respite provider) and may take up to 8 weeks to arrive. You are responsible for payment to your respite care provider.
9. You may select, hire and train a respite worker of your choice and schedule respite care as needed.

If you have a question, you may call 1-866-737-8252 or email respiterequest@ucphuntsville.org.