

# Alabama Lifespan Respite Resource Network

## Voucher Respite Enrollment Procedures

### What is the Alabama Respite Voucher program?

Funding for respite care (a temporary, short-term relief for caregivers) is available to caregivers of children or adults who have a diagnosis of mental retardation (MR) or cognitive developmental delay. Respite funds may not be used for household expenses or daycare.

Alabama Respite approves voucher requests quarterly until all funds are used. Approval for one quarter does not guarantee approval for another quarter. The office will begin accepting requests for additional vouchers for a new quarter 5 days before the quarter begins. The dates for each quarter are as follows: October 1 – December 31; January 1 – March 31; April 1 to June 30; and July 1 – September 15.

### How do I complete the Three Part Enrollment Procedures?

1. Complete the Enrollment Form
2. Attach **Proof of individual's diagnosis** (Proof of individual's diagnosis should be in the form of a medical doctor's letter or other service agency paperwork that states clearly mental retardation or cognitive developmental delay.
3. Complete the Demographic Data Form

Mail all **THREE** pieces of information to Linda Lamberth, 1521 East 9th Street, Anniston, AL 36207.  
New Phone Number: 256-533-4167 x 109 or 1-866-737-8252

**YOUR APPLICATION CANNOT BE PROCESSED UNTIL ALL THREE OF THE DOCUMENTS STATED ABOVE ARE RECEIVED AT THE ALABAMA RESPITE OFFICE!**

### How do I use the Voucher Respite Care Program?

1. You will be mailed a Service Report Form for the amount of funds you are approved to use.
2. Respite funds can only be used during the dates stated on the Service Report Form.
3. You may select, hire and train a respite provider of your choice and schedule respite care.
4. Your provider **MUST** be at least 18 years old and not reside in the home.
5. You may pay a respite provider up to \$10.00 per hour for service.
6. Your respite provider may only be paid up to \$10.00 an hour even if you have more than one child with a disability living in the home.
7. You may use the entire amount of approved respite funds at one time or over several respite events using smaller amounts as long as you do not go over your approved amount of respite funds.
8. You can either make copies of the service report form for each respite service event, or you may put all respite care dates on one service report form then submit for reimbursement.
9. To be reimbursed for respite, complete your service report form and mail it back to the address at the top of the form.
10. In order for your service report form to be paid, completed service report forms must be received by the date stated on your service report form. Late service report forms will not be honored and funding cannot be carried over.
11. Your respite reimbursement check will be made payable to you, not your respite provider, and will be mailed to the address you provided on the enrollment form. You are responsible for payment to your respite care provider. Service Reports may take up to 30 days for reimbursement.