



**Alabama Lifespan Respite Resource Network
1521 E 9th Street Anniston, Alabama 36207
256 852-5600 or Toll Free 866 737 8252**

Enrollment Procedures UCP/MR Voucher Respite Program

UCP/MR provides funding for respite care (a temporary, short-term relief for caregivers) to parents/guardians of: (1) children age birth to 19 who have a diagnosis of mental retardation (MR) or developmental delay with high incidence of MR, and (2) adults age 19 and above with a diagnosis of mental retardation. **Voucher respite** is designed to allow families to choose their own respite providers, offering flexibility of when, where, and how much respite is provided. Respite funds may not be used for household expenses or daycare.

Procedures for Voucher Respite

1. Complete **UCP/MR Voucher Respite Enrollment Form** included in this packet and return to the address at the top of this form.
2. **Proof of individual's diagnosis** is required and must be attached to the Enrollment Form. Proof of individual's diagnosis may be a medical doctor's letter or copies of medical records or other service agency paperwork that states a qualifying diagnosis. The name on all paperwork used for proof of diagnosis must match the name on the application form.
3. Your request will not be processed until enrollment form and proof of diagnosis is received by the **UCP/MR** office at the address on the top of this form.
4. Parents/guardians will be mailed a **Voucher Respite Approval Form** for \$300 to be used during the approved quarter. You will receive a service report to complete each time respite services are used. After you receive this paperwork, select, hire, and train a respite provider of your choice and schedule respite care. Selected respite provider **must be at least 18 years old and not reside in your home**. You may pay a respite provide up to a maximum of \$10.00 per hour. To be reimbursed for the respite service, you **must** mail your service reports back on time. Service reports received after the fifth (5th) day of the next quarter will not be honored.
5. UCP of Huntsville will mail a check payable to parent/guardian at the address provided on the enrollment form. You are responsible for payment to your selected respite provider.
6. **Note: Remember that you must call Alabama Respite in order to be approved for a \$300 voucher for the next quarter.** No exceptions will be made to this procedure. If you have questions, please contact Linda Lamberth, Project Manager, Alabama Respite, at phone number provided on top of this form.

This Respite Service is New and offered statewide to those who qualify. Please call the number above if you have any questions about eligibility.