



Division of Provider Services and Quality Assurance

Arkansas Lifespan Respite Voucher Program Application and Reimbursement Procedures

What is the Arkansas Lifespan Respite Voucher Program?

The *Arkansas Lifespan Respite Voucher Program* is funded through a federal grant awarded to the Arkansas Department of Human Services- Division of Provider Services and Quality Assurance (DHS-DPSQA) from the federal Department of Health and Human Services, Administration for Community Living (ACL). The *Arkansas Lifespan Respite Voucher Program* provides reimbursement vouchers to home-based caregivers for the cost of temporary, short-term respite care provided to individuals of any age with a disability or special need (children and adults, including elderly persons).

Individuals eligible to apply for voucher funding through the *Arkansas Lifespan Respite Voucher Program* include Arkansas caregivers of children or adults who reside in the same household as the person receiving care. Voucher funding is limited to a total of \$300 per family, no more than 4 times per year. All funds must be expended within its 90-day voucher term limit.

Respite funds must be requested by the primary caregivers who resides full time in the same household. Funds may not be used to reimburse household expenses or daycare; funds must be used to reimburse an individual respite care provider or an organization that provides respite. Due to limited funds, not all eligible applications will be approved. Please continue to read below for information on how to apply and what happens next if you are approved for funding through the *Arkansas Lifespan Respite Voucher Program*.

How do I apply for funds for short-term respite care?

1. Complete the *Arkansas Lifespan Respite Voucher Program Application Form* and attach a W-9 form and proof of the individual's disability/special need (see *Application Form* for a list of acceptable documents).
2. You may apply for voucher funding up to \$300 for reimbursement of respite care services, which must be used by the voucher expiration date noted on the voucher award letter you receive. You may apply for a voucher to reimburse expenses for respite care that will occur any time prior to the expiration date. You do not have to use the \$300 all at one time; it can be spread out over several periods of respite care (e.g., two or three weekends) during the award term. For example, you may choose to use \$200 to offset the cost of a week-long respite care program, and \$100 to reimburse the cost of an individual providing in-home respite for a weekend while you travel out of town.
3. The *Application Form* will be reviewed by DHS-DPSQA staff. * You will be contacted within 14 business days to inform you of the status of your application (approved or denied). You may be notified by e-mail, phone, or regular U.S. mail.
4. If you have questions about the *Application Form*, you can contact a Choices in Living Resource Center Counselor at our toll-free number at 866-801-3435 or e-mail at ARLifespan.Respite@dhs.arkansas.gov.

***The application cannot be processed until all documentation and all forms are received and completed.** Please mail, e-mail, or fax the completed *Application Form*, along with required documentation, to: Division of Provider Services and Quality Assurance (DPSQA), Attention: Arkansas Lifespan Respite Program, P.O. Box 1437- Slot S428, Little Rock AR 72203-1437. FAX: (501) 682-8155 (please fax all documents at once) or you can scan the forms and send via e-mail to ARLifespan.Respite@dhs.arkansas.gov.

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