



POLICY FOR RESPITE PAYMENTS:

1. Respite funds are intended to give County Licensed Foster Home (CLFH) parents some time away from their placement(s) and therefore will be considered for payment under this guideline only.
2. You must be a member of REFPA and a CLFH to be eligible to receive respite for placements. You may receive respite funds for a placement until the Adoption Placement paperwork is signed.
3. Each eligible home may receive \$100.00 per month upon completion and submission of the approved respite form.
4. Additional monies are available for caregiver to attend work groups and meetings related to foster care up to \$15.00 per hour.
5. Additional respite funds are available to members in order to attend conferences relating to foster care up to \$100.00 per day with pre-approval from respite chair.
6. Request for funds shall be made on the authorized Respite Reimbursement Form (rev 2/16). The completed form may be submitted by e-mail or by postal mail to the Respite Chair no later than the 10th of the month.
7. Respite will be paid quarterly to those claimants as follows:

Claim for:	Submit by:
1 st quarter (Jan, Feb, Mar)	April 10
2 nd quarter (Apr, May, Jun)	July 10
3 rd quarter (Jul, Aug, Sep)	October 10
4 th quarter (Oct, Nov, Dec)	January 10

8. The child for whom you are requesting respite monies must have been in your home a minimum of 7 days prior to the date of request for respite.
9. Respite claimants are required to show how their respite time was used.