



## What is Respite?

Respite is a service designed to give caregivers a break from **the stress and responsibility of providing care to someone with dependent support care needs**. Some examples of what respite services include:

- A private provider/person of your choice (excluding parents, step-parents, guardians or other legal representatives) who does care either in your home or away.
- Respite Camps (i.e. Camp Fairlee, Camp Pecometh, Mary Campbell Center, etc...)
- Must be a minimum of at least 1 hour in duration in which the caregiver is relieved of the responsibility of providing care or support for the person and cannot be done with the caregiver in the home such as music lessons, tutoring, etc.

## How Do I Receive Respite Services?

All new respite recipients must complete a State of Delaware W9. Please go to: <https://esupplier.erp.delaware.gov>. Any questions about completing the W9 form should be directed to First State Financials at (302) 672-5000.

As DDDS continues to experience growth in the number of families who need respite services, DDDS must give careful consideration to each respite request. Your respite request will be reviewed and considered based on the availability of DDDS resources, individual family circumstances/need, and previous fiscal year usage (the State fiscal year runs from July1 – June 30).

The typical rate(s) of reimbursement are as follows:

- a. Up to \$10.00 per hour for 10 hours a day, or

- b. A daily rate up to \$100.00 per day (10 or more hours a day), or
- c. Overnight rates up to \$100.00 per night.
- d. Specialized respite services (i.e. therapeutic horseback riding, daycare, etc...) can be reimbursed at the rate indicated from the service provider, as long as the criteria noted above is met, with a paid company invoice submitted to verify the costs.
- e. If the **persons support needs indicate an increased rate above the typical rates identified for respite services due to increased behavioral, medical, or other specialized supports**, exceptions to the typical rate(s) will be reviewed on an individual basis. This may require additional documentation identifying the specific support needs.

\*\*Lower rates of pay can be negotiated by the family (at your discretion), which may provide your family with more respite opportunities.

All respite requests must be made at least two weeks (14 days) in advance to ensure DDDS has authorized the services as requested. Only Parents, Guardians or other legal representatives can make requests for respite services.

Emergency requests (last minute events and unplanned emergencies (i.e. funerals, medical, etc...)) must be submitted immediately prior to or immediately following the respite request date(s).

All respite requests are to be submitted via the DDDS respite mailbox at:

**DHSS DDDS RespiteRequest@state.de.us**

All respite requests need to include the following information:

1. Beginning and ending date of the respite request.
2. Number of hours per day **or**
3. If the respite is overnight just the number of nights the respite is for.
4. The name of the person receiving the respite service
5. The name of the person providing the respite service.
6. County in which you live.

# How do I get reimbursed for Respite Services?

DDDS Respite Department will then mail you a personalized invoice for each respite request.

Most of the information will be pre-filled (typed in) for you. You will need to write in the respite provider name, if it is not already filled in. Please review each request, each time they are submitted, to ensure that it is accurate.

The form must be filled out **entirely**, which includes your signature on the Vendor Signature line.

This form is your “official invoice” so we ask that you do not make any modifications or changes to the invoice document. If there is a question or concern with the invoice please contact DDDS and the DDDS Respite Department will issue a corrected invoice when appropriate.

The invoice must be signed **after the ending date of the respite service** identified on the invoice.

**DO NOT SIGN AND DATE THE INVOICE PRIOR TO THE LAST DATE OF RESPITE SERVICES LISTED** in the “For the period of” Section!

**Example: For the period of November 1 – November 30, 2018.**

**The invoice CANNOT be signed before November 30, 2018.**

Your signature is verifying that the respite occurred on the dates written on the invoice. We cannot accept the invoice or your signature BEFORE the respite has been completed. Invoices must be received by DDDS within **45 days** from the ending date of service TO BE HONORED FOR PAYMENT.

You may mail, fax or hand deliver your invoices (no pictures or screenshots of invoices will be accepted).

Or you can submit the invoice via email to:

**DHSS DDDS RespiteRequest@state.de.us**

**Payments may take 4 to 6 weeks from the ending date of the service.**

**If you have any questions please contact your coordinator BEFORE signing the invoice.** We sincerely appreciate your assistance and understanding. Following these guidelines, will help us to process your payments as quickly as possible. Please note, DDDS must follow the State accounting rules; there are no exceptions.

**For Kent and Sussex Counties contact -**

Bonnie Hummer - 26351 Patriots Way, Georgetown, De 19947

Fax: (302) 934-8704, Phone (302) 933-3145

**For New Castle County contact -**

Gayle King - 26351 Patriots Way Georgetown, De 19947

Fax: (302) 934-8704, Phone (302) 933-3156

**For any other questions or concerns-**

Michael Erixson - 26351 Patriots Way Georgetown, De 19947

Fax: (302) 934-8704, Phone (302) 933-3149