



## ADULT RESPITE DIRECT FUNDING GENERAL INFORMATION FOR FAMILIES

Community Living BC (CLBC) is pleased to offer the Adult Respite Direct Funding option. The following fact sheet provides basic information on how the program is designed. It should help you determine whether this new approach might work for your family. Further information can be found in the policy section on the CLBC website or by contacting your local Community Living Centre.

### Overview

Adult Respite Direct Funding offers families the option of receiving money directly to purchase respite services for a family member with a developmental disability living in their household. Families can use the money, up to \$2,800 per year, to purchase eligible services that best meet the needs of the individual and family, while providing the family respite from care-giving responsibilities. It gives families more choice and flexibility by allowing them to manage their own respite services including the hiring and training of care providers.

### How can I spend the respite funding?

Funds provided under the Adult Respite Direct Funding option may be used to purchase the same type of supports and services offered under traditional respite arrangements: relief for families to enable them to take a break from the day-to-day support of a family member with a developmental disability. Families can make arrangements for a care provider to come into their home or the family member with a developmental disability can go temporarily to another location.

The use of respite funding is broadly defined. Choices might include participation in camps, attending special events, or enrolling in an athletic or cultural program, in addition to traditional methods of providing respite.

You may also use a portion of your funding to cover support workers' expenses that directly affect their ability to provide services to your family. These should not be substantial and would not include expenses generally associated with working, such as meals, clothing, transportation to and from your home. Acceptable costs for the support worker could include admission fees to a museum, recreation or entertainment facility, or community activity as support to the family member. Transportation costs associated with direct support to your family member for appointments, or travel to activities are also appropriate.

Respite funds are not to be used for medical or non-medical therapies, transportation, personal items, supplies or equipment for the family member with a developmental disability.

CLBC does not require that a family conduct criminal record checks on service providers they recruit, but it is recommended that families consider this option when recruiting new caregivers.

## **What is the role of CLBC?**

Facilitators will help you decide if Adult Respite Direct Funding is right for your family. This might include identifying the range of respite choices, as well as the requirements of the family member with a developmental disability and your family as a whole. They will provide advice on community resources, discuss your plan and outline the requirements for the funds you receive from CLBC and how to report on how you have spent them. Facilitators will also explain your specific responsibilities and the terms of the Direct Funding policy and Direct Funding Agreement.

Quality Service Offices will determine if funds are available to support your request for direct funding. If the decision is made to proceed with direct funding, a quality service analyst will sign a Direct Funding Agreement with you outlining both your and CLBC's responsibilities. The analyst will provide you with information on financial and reporting procedures and a direct deposit application form.

## **What is your role as a family?**

You will be required to sign a Direct Funding Agreement with CLBC. The agreement will set out your responsibilities and the amounts of money you will receive.

You can use your personal bank account to manage and account for the money, but you may find it easier if you open a separate bank account. You are responsible for obtaining the support services required in accordance with the adult respite program. You must keep records of expenditures, including financial records, receipts and invoices showing who was paid and what support services were purchased.

Every six months, you must submit a compliance report to CLBC showing how much money you have spent and confirm that you have used it as intended. In addition, you may be selected for an audit and will be required to submit financial records, invoices and receipts to CLBC as additional confirmation that the money has been spent in accordance with your agreement.

You must also comply with the Workers Compensation Act. If support services are provided by contractors, you are advised to obtain evidence from them that they have workers compensation coverage or you can call WorkSafe BC and obtain a clearance letter for your contractor. If support services are provided by your employees, you should register as an employer with WorkSafe BC and purchase coverage for your employees.

## **Do I need insurance?**

CLBC provides an insurance policy that provides protection from liability claims up to \$2 million for your service providers and their employees and contractors, when the liability arises in relation to activities carried out under the Direct Funding Agreement. Liability is incurred when a third party suffers an injury or sustains a property loss due to negligence on the part of the care provider. As with all insurance, there are limitations, exclusions and conditions including a deductible of up to \$250.00. You will receive a copy of the policy from the insurance broker after you are registered for insurance by CLBC. It is your responsibility to review the scope of insurance and to arrange for any additional coverage that you might need.