



Adult Respite Direct Funding General Information for Families

Introduction

CLBC is pleased to introduce the adult respite direct funding option. The following overview provides basic information on how the program is designed and should assist you in determining 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 Planning and Development Centre or Quality Service Office.

Overview

Adult respite direct funding offers families the option of receiving funds directly to purchase respite services for a family member with a developmental disability living in their household.

Families can use these funds – up to \$2800/year – to hire and pay a care provider who best meets the needs of their family. It gives families more choice and flexibility by providing them with the opportunity to manage their own respite services including the hiring and training of staff.

How can I spend the respite funding?

Funds provided under the adult respite direct funding option are 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 an alternative location.

What is the role of CLBC?

Facilitators can assist you in determining whether Direct Funding for respite is an option you wish to pursue by 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 can provide consultation on community resources, discuss your overall plan and outline what the requirements are with respect to using the monies you receive from CLBC and reporting on how you have spent them. Facilitators will also explain the specific responsibilities you will be assuming and the terms of the Direct Funding policy and Funding Agreement.

Quality Service offices are responsible for determining whether funds are available to support your request for Direct Funding, completing a funding agreement with you and monitoring usage. If the decision is made to proceed with Direct Funding, a Quality Service Analyst will sign an adult respite direct funding agreement with you outlining both yours and CLBC's responsibilities, including those related to financial reporting.

You will need to open a separate bank account to manage adult respite funds. The Quality Service Analyst will provide you with information on financial procedures, a direct deposit application form and some forms to report your receipts, payments and unspent funds.

What is your role as a family?

You will need to open a separate bank account to manage and account for the funds transferred from CLBC and make payments to care providers.

If you arrange support services directly from one or more individuals you need to determine whether each individual is an employee. For employees you will be responsible for recruiting, hiring, training, monitoring, supervising and lay-off.

It will be your responsibility to determine whether the provisions of the following legislation apply to whatever arrangements you make with caregivers:

- Employment Standards Act
- Workers Compensation Act;
- Human Rights Act;
- Income Tax Act;
- Canada Pension Plan;
- Other relevant legislation

Good sources of information are:

- Revenue Canada Offices (Federal Government listings)
- Employment Standards Offices (Ministry of Labour; Government of B.C. listings)
- WorkSafe B.C. (Government of B.C. listings)

You must maintain and keep records of expenditures including receipts and invoices supporting who was paid and for what support services as that information must be provided to CLBC on a semi-annual basis and will be subject to random audits.

What does the insurance cover?

The insurance policy provides protection for you and your employees and contractors from liability claims up to \$2 million when the liability arises in relation to activities carried out under the agreement. Liability is incurred when a third party suffers an injury or sustains a property loss due to negligence on the part of the service provider.

As with all insurance, there are limitations, exclusions and conditions. You will receive a copy of the policy from the insurance broker after you are registered for insurance by CLBC. If you wish to see a copy of the policy before signing the agreement, your CLBC Quality Service Office can provide one on request.

For claims up to \$250 involving liability for property damage, the insured is required to pay the full amount of the loss as a deductible. If the loss exceeds \$250 the deductible is waived. There is no deductible for claims involving liability for personal injury.