

Lifespan Respite Subsidy Program Fact Sheet

(Revised 02/2015)

What is This Program?

This program pays for respite services to give the primary caregiver a temporary break. Respite means the provision of short-term relief to primary caregivers from the demands of ongoing care for an individual with special needs. Ongoing care means continuous, full-time supervision/care for a person with special needs. DHHS Manual reference 464 NAC 1-007 and 1-008. It is NOT for people who are receiving respite services from another government program.

Who Needs This Program?

Unpaid family caregivers who need a temporary break from providing ongoing care to persons of any age with special needs. Examples of special needs are developmental disabilities; physical disabilities; chronic illness; physical, mental or emotional conditions that require supervision; special health care needs; cognitive impairments such as Alzheimer's disease or dementia; or persons at risk of abuse & neglect. Eligibility is based on income guidelines. HOWEVER, if you have expenses directly related to the disability, these can usually be subtracted from the counted income. The person applying must have a caregiver living in the same home. **The program will provide up to \$125 per eligible client per month.** Crisis respite funds may be used for "an unforeseen circumstance or unplanned event that calls for immediate action or an urgent need for short-term assistance or relief to substitute for the caregiver in the absence of any other funding source". Authorization amount depends upon available funds and individual circumstances of applicant. Applicant must be determined eligible for Lifespan Respite Subsidy to qualify.

What if I Have Questions or Need Help with the Application or Finding a Provider?

Call a Respite Network Coordinator in your area at 1-866-RESPITE (1-866-737-7483) for help with respite resources. You may also visit the DHHS supported website "Nebraska Resource and Referral System" at <https://nrns.ne.gov/respitesearch/>. This free service will assist you 24/7 in finding Network-approved respite providers that best fit your needs and location. You can easily search for respite resources and supportive services throughout Nebraska on this site.

- What if I (caregiver) need help finding a Network-approved respite provider so I can have a break?
- How do I get a care recipient qualified for the Lifespan Respite Subsidy Program?
- How do I become a Respite provider?
- When/where is caregiver and/or provider training offered?



What are the Program Eligibility Income Limits?

DHHS program regulation 464-NAC 2-004.03 Financial Eligibility:

2-004.03A Family Size: Family size is determined by the number of adults and/or children related by blood, marriage or adoption who reside in the same household. An unborn child may be included. The following are considered separate families:

1. Related adults other than spouses and unrelated adults who reside together;
2. Children living with non-legally responsible relatives;
3. Emancipated minors;
4. A minor parent; and
5. Children placed outside the home and who are not residing full-time with the biological parents or usual caretaker.

2-004.03C Income Eligibility: Clients whose gross income minus allowable disregards is at or below 312 percent of the Federal poverty level for the appropriate family size, meet the income criteria for the Respite Subsidy Program.

Family Size	Monthly Income Criteria
1	\$3,089
2	\$4,165
3	\$5,242
4	\$6,318
5	\$7,394
6	\$8,471
7	\$9,550
8	\$10,663

How do I Apply?

Submit a Lifespan Respite Subsidy application (and supportive documentation, if needed) electronically to dhhs.respite@nebraska.gov OR mail to: DHHS, Division of Children & Family Services, Attn: Economic Assistance, P.O. Box 95026, Lincoln, NE 68509-5044 OR Fax: (402) 742-8356. To speak with Program staff, call (402) 471-9188 (Linda Lehde, Social Services Worker) or (402) 471-1764 (Sharon Johnson, Program Coordinator) or (402) 471-9450 / (844)-807-1197 (Economic Assistance Support Staff). Note: Requests for crisis respite must be made through the Respite Coordinator serving your county.



Section 1 CARE RECIPIENT INFORMATION (Person with special needs requiring full-time ongoing 24/7 care/supervision)

Care Recipient Name:	Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
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Living Arrangements: <input type="checkbox"/> With Caregiver in Home of Care Recipient <input type="checkbox"/> With Caregiver in Home of Caregiver <input type="checkbox"/> With Other Family or Friend <input type="checkbox"/> Lives Alone	Social Security Number
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Care Recipient Citizenship Status:
 A citizen of the United States OR I am a qualified alien under the federal Immigration and Nationality Act.

Immigration Status and Alien Number:

Address:

City:	State: NE	Zip Code:	County:
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Does the Care Recipient need help with any of the following self-care activities?

Bathing <input type="checkbox"/> Yes <input type="checkbox"/> No	Toileting <input type="checkbox"/> Yes <input type="checkbox"/> No	Grooming <input type="checkbox"/> Yes <input type="checkbox"/> No
Dressing <input type="checkbox"/> Yes <input type="checkbox"/> No	Transfers <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobility <input type="checkbox"/> Yes <input type="checkbox"/> No
Eating <input type="checkbox"/> Yes <input type="checkbox"/> No	Walking <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please check the Behavioral/Emotional needs experienced by Care Recipient that require supervision: (Check all that apply)

<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Hyperactivity	<input type="checkbox"/> Reactive Attachment Disorder
<input type="checkbox"/> Anxiety	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Self-Abusive
<input type="checkbox"/> Bipolar	<input type="checkbox"/> Non-Verbal	<input type="checkbox"/> Temper Tantrums
<input type="checkbox"/> Depression	<input type="checkbox"/> Physically Aggressive	<input type="checkbox"/> Wandering
<input type="checkbox"/> Other: _____		

Please check the special health care needs experienced by Care Recipient: (Check all that apply)

<input type="checkbox"/> Arthritis or other joint problems	<input type="checkbox"/> Feeding Tube	<input type="checkbox"/> Seizures
<input type="checkbox"/> Blood problems, such as anemia or sickle cell disease	<input type="checkbox"/> Heart Problems	<input type="checkbox"/> Severe Allergies
<input type="checkbox"/> Breathing problems such as Asthma or COPD	<input type="checkbox"/> Nebulizer	<input type="checkbox"/> Catheter
<input type="checkbox"/> Recovering from Surgery	<input type="checkbox"/> Tracheotomy	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Other: _____		

Please check medical diagnosis of Care Recipient: (Check all that apply)

<input type="checkbox"/> AIDS	<input type="checkbox"/> Cystic Fibrosis	<input type="checkbox"/> Neurodegenerative Disease
<input type="checkbox"/> Alzheimer's / Dementia	<input type="checkbox"/> Depression	<input type="checkbox"/> Orthopedic Impairments
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Developmental Delay	<input type="checkbox"/> Parkinson's Disease
<input type="checkbox"/> Autism/Autism Spectrum Disorder	<input type="checkbox"/> Digestive System Disorder	<input type="checkbox"/> Renal Failure
<input type="checkbox"/> Brain Injury - Stroke / CVA	<input type="checkbox"/> Fetal Alcohol Syndrome	<input type="checkbox"/> Seizure Disorder
<input type="checkbox"/> Brain Injury - TBI	<input type="checkbox"/> Hearing Impairment/Hearing Aids	<input type="checkbox"/> Speech and Language Delay
<input type="checkbox"/> Cancer	<input type="checkbox"/> Heart Condition	<input type="checkbox"/> Spinal Injury/Disorder
<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Intellectual Disability/Developmental Delay	
<input type="checkbox"/> Chromosomal Abnormality	<input type="checkbox"/> Multiple Sclerosis	
<input type="checkbox"/> Congestive Heart Failure	<input type="checkbox"/> Muscular Dystrophy	
<input type="checkbox"/> Coronary Heart Disease		
<input type="checkbox"/> Other: _____		

Attach additional sheet or documentation, if needed, to support request for respite (for example, letter from therapist, current medical reports or IEP).

Describe Care Recipient's special needs such as day-to-day care routines that require extra support.
(Answer Required)

High risk of out of home placement/facility care (such as a nursing home, foster care, mental health institution, group home)
 Yes No

Section 2: PRIMARY CAREGIVER INFORMATION (Parent, Spouse, other Family or Friend providing on-going care).

Caregiver Name(s): _____ Gender: Male Female

Caregiver is:
 Adoptive Parent Friend Legal Guardian Partner
 Biological Parent Foster Parent Sibling Power of Attorney
 Daughter/Son Grandparent Spouse

 Other: _____

Telephone (Home) No: _____ Cell: _____ Work: _____

Can Program staff contact you via email? Yes No Email: _____

Time Spent Caregiving each week:
 5 - 10 Hours 11 - 20 Hours Full-Time 24/7

Health of Caregiver at time of request (check one):
 Good Fair Disabled Critical

Employed:
 Full Time Part Time Not Employed or Retired

Explain Caregiver's need for respite (break from caregiving responsibilities)

Section 3: LIVING ARRANGEMENTS

List the people who live in the household of Care Recipient:

Name	Date of Birth	Relationship to Care Recipient

Section 4: SUPPORT SERVICES

Are you now receiving any financial assistance for respite?
 Yes No

If yes, who pays for the respite?

Care Recipient receiving services from (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Aged & Disabled Medicaid Waiver | <input type="checkbox"/> SSI-DCP Program |
| <input type="checkbox"/> Behavioral Health | <input type="checkbox"/> Subsidized Adoption |
| <input type="checkbox"/> Developmental Disabilities System | <input type="checkbox"/> Veterans Administration (VA) Benefits |
| <input type="checkbox"/> Health Insurance | |
| <input type="checkbox"/> Medicaid - Master Case Number, if known _____ | |

Section 5: RESOURCES/ASSETS

*You may be asked by Program Staff to verify Resources/Assets to comply with state statute, defined administrative and audit requirements to demonstrate client financial need eligibility for use of program funds. Failure to respond or providing incomplete information may cause eligibility determination delay.

Do you or anyone in the home have any of the following:

Yes | No | If yes, list everything below.

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Mutual Funds | <input type="checkbox"/> Retirement Accounts | <input type="checkbox"/> Education Accounts |
| <input type="checkbox"/> Checking and Saving Accounts | <input type="checkbox"/> Inheritance | <input type="checkbox"/> Stocks /Bonds | <input type="checkbox"/> Property (Land, Homes) |
| <input type="checkbox"/> Certificates of Deposits (CD) | <input type="checkbox"/> 401(K) | <input type="checkbox"/> Annuities | <input type="checkbox"/> Trusts |
| <input type="checkbox"/> Proceeds from Sale of Home(s) | <input type="checkbox"/> Other Resources | | |

Person Who Has It	What Do They Have?	Amount	Person Who Has It	What Do They Have?	Amount

Section 6: INCOME

*You may be asked by Program Staff to verify Resources/Assets to comply with state statute, defined administrative and audit requirements to demonstrate client financial need eligibility for use of program funds. Failure to respond or providing incomplete information may cause eligibility determination delay.

List all gross income (before deductions). Include Care Recipient, their spouse and children under 19. If Care Recipient is under 19, include parents and siblings under 19.

Income Type	Amount	How Often Is It Received	Who Receives It
Wages, Self-Employment (Self-employment must attach IRS verification of income)			
Assistance Programs <input type="checkbox"/> Social Security <input type="checkbox"/> SSI <input type="checkbox"/> ADC <input type="checkbox"/> Veterans			
Interest, Dividends			
Child Support, Alimony			
Other			

Section 7: DISABILITY-RELATED EXPENSES

List all disability-related expenses the Care Recipient has to pay in a year's time. Do not include amounts covered by insurance or other benefit program(s). Examples of expenses: doctor visits, prescriptions, diapers, medical transportation, wheelchairs, lifts, loans for architectural modification. Do not include expenses of other family members.

Expense	Cost	How Often

Optional Race and Ethnicity

Indicate the race and ethnic category of the head of household. Title VI of the Civil Rights Act of 1964 allows us to ask for this information. This information will not be used in determining eligibility for assistance. If you do not provide this information, it will not affect your application. We ask for the information to assure benefits are distributed without regard to race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the department. If you do not enter any information, the worker will enter an answer.

Race: Select all that apply

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Other: _____

Ethnic Category – Are you Hispanic or Latino? | Yes | No

SECTION 8: AGREEMENT AND SIGNATURE

I understand that my statements may be checked, and if I have given false statements or information, I may be found guilty of fraud.

I understand that whenever there are changes in the information I have given, I must immediately report them to the Nebraska Department of Health & Human Services, Respite Subsidy Program Coordinator.

I understand that if I do not think my request is handled correctly, I have the right to file an appeal.

I understand that the Nebraska Department of Health and Human Services may need to contact other agencies and individuals to determine my financial eligibility and to verify my need for the support for which I am applying, or to make referrals to assist me in obtaining services. I authorize the release of this confidential information.

Payments for benefits may be delayed if you did not provide the Social Security Number for Care Recipient.

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Signature of Care Recipient or Authorized Representative	Date
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Signature of Person Helping Complete this Application, identified below.

Relationship to Care Recipient	Date
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Helper Address:	City:	State:
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Telephone:	Email:
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Send completed application to:

- 1. Email dhhs.respite@nebraska.gov
 - 2. Mail Nebraska Department of Health and Human Services
CFS, Economic Assistance - Lifespan Respite Subsidy
PO Box 95026
Lincoln, NE 68509-5026
(402) 742-8356 (fax)
 - 3. Fax OR
- Questions: (402) 471-9188 / OR
1-866-Respite (1-866-737-7483) for a local Respite Network Coordinator

Section 9: REFERRAL SOURCE

Name/Title:	Organization/Agency:
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Address:	City:	State:
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Telephone:	Email:
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Crisis Respite Request Attached: (Optional)

| Yes | No

Instructions:

Instructions for completing Form CFS-1400, "Lifespan Respite Subsidy Program Application"

Use: Form CFS-1400 is used as an application to determine eligibility for Lifespan Respite Subsidy Program benefits. Program Staff will use the form to collect data needed to determine eligibility for respite services. It also serves as a release of information when additional information is needed to determine eligibility. This program pays for respite services to give the primary caregiver a temporary break. Respite means the provision of short-term relief to primary caregivers from the demands of ongoing care for an individual with special needs. Ongoing care means continuous, full-time supervision/care for a person with special needs. DHHS Manual reference 464 NAC 1-007 and 1-008. It is NOT for people who are receiving respite services from another government program.

Completion: Program Staff will use the data to determine eligibility. Incomplete information may delay eligibility determination. The application must be signed and dated by the Care Recipient or his/her authorized representative.

Section 1: CARE RECIPIENT INFORMATION (Person with special needs requiring full-time ongoing 24/7 care/supervision): Enter the name, date of birth, gender, living arrangements, social security number, citizenship status, address, city, state, zip code and county of the Care Recipient. Mark all the check boxes that apply.

Immigration Status and Alien Number: If the qualified alien box is checked provide immigration status and alien number.

Self-Care Activities: Mark all the check boxes that apply.

Behavioral/Emotional Needs: Mark all the check boxes that apply.

Special Health Care Needs: Mark all the check boxes that apply.

Medical Diagnosis: Mark all the check boxes that apply.

Care Recipient's Special Needs: This information is used to determine if the Care Recipient qualifies for the Lifespan Respite Subsidy Program. It may be used to establish priorities and waiting lists. It also tells about the caregiver's needs. Please explain how the individual's special need impacts his/her daily life.

High Risk of Out of Home Placement/Facility Care: Mark the check box that applies.

Section 2: PRIMARY CAREGIVER INFORMATION (Parent, Spouse, other Family or Friend providing on-going care): Enter the caregiver's name. Mark all the boxes that apply for gender and role(s). Enter telephone number(s) for home, cell and work.

Email Contact: Check the box if Program Staff may contact caregiver by email. Enter an email address.

Time Spent Caregiving Each Week: Mark the check box that applies.

Health of Caregiver: Mark the check box that applies.

Employment Status: Mark the check box that applies.

Caregiver's Need for Respite: This information is used to determine if request meets Program guidelines.

Section 3: LIVING ARRANGEMENTS: List the names of all persons living in Care Recipient's household. Be sure to include everyone's date of birth and relationship to Care Recipient.

Section 4: SUPPORT SERVICES: This information helps to identify other programs that may be more appropriate than the Lifespan Respite Subsidy Program based on funding requirements. It is a factor in program eligibility. Mark the check box that applies and list payment source if you mark yes.

Care Recipient Services: Mark all the check boxes that apply.

Section 5: RESOURCES/ASSETS: *You may be asked by Program Staff to verify Resources/Assets to comply with state statute, defined administrative and audit requirements to demonstrate client financial need eligibility for use of program funds. Failure to respond or providing incomplete information may cause eligibility determination delay.

Mark all the check boxes that apply. List person(s) who has the funds checked and the amount of each. List any liquid resources including cash on hand, checking and savings accounts, certificates of deposit, stocks, bonds, life insurance cash values, IRA and Keogh Funds, etc., This data will be used as another factor of eligibility.

Section 6: INCOME: *You may be asked by Program Staff to verify Resources/Assets to comply with state statute, defined administrative and audit requirements to demonstrate client financial need eligibility for use of program funds. Failure to respond or providing incomplete information may cause eligibility determination delay.

Use more paper if there is not enough room for your answers on this application.

Wages and/or Self-Employment: List current household gross wages (before taxes and deductions) or self-employment income by amount, frequency and who receives it.

Assistance Programs: Mark all the check boxes that apply. List unearned income by amount, frequency and who receives it.

Interest, Dividends: List amount, frequency and who receives it.

Child Support, Alimony: List amount, frequency and who receives it.

Section 7: DISABILITY-RELATED EXPENSES: List all disability-related expenses paid on behalf of the Care Recipient in a year's time. Do not include amounts covered by insurance or other benefit program(s). Information listed here will be considered to see if the expense may be disregarded from the income. It should include things such as out-of-pocket expenses for prescriptions, home modifications, diapers for individuals above age 3, etc.

Optional Race and Ethnicity: Mark all the check boxes that apply.

Section 8: AGREEMENT AND SIGNATURE: The Care Recipient or authorized representative must sign the application before Program Staff can authorize benefits. Person assisting with completing application must sign and list relationship, date, address, telephone, and email.

Section 9: REFERRAL SOURCE: List name, organization/agency and contact information of how you learned about the Lifespan Respite Subsidy Program.

Crisis Respite Request (Optional): Crisis Respite funds may be used for crisis situations defined as an unforeseen circumstance or unplanned event that calls for immediate action or an urgent need for short-term assistance or relief to substitute for the Caregiver in the absence of any other funding source. Requests must be submitted to the local Respite Coordinator on the DHHS "Crisis Respite Application" Form CFS-1410.

Send completed application (and supportive documentation, if needed) to:

1. Email dhhs.respite@nebraska.gov
2. Mail
Nebraska Department of Health and Human Services
CFS, Economic Assistance - Lifespan Respite Subsidy
PO Box 95026
Lincoln, NE 68509-5026
3. Fax
(402) 742-8356 (fax)

Questions: (402) 471-9188 / OR 1-866-Respite (1-866-737-7483) for a local Respite Network Coordinator. You may also visit the DHHS supported website "Nebraska Resource and Referral System" at <https://nrrs.ne.gov/respitesearch/>. This free service will assist you 24/7 in finding Network-approved respite providers that best fit your needs and location. You can easily search for respite resources and supportive services throughout Nebraska on the site.



Division of Children and Family Services

State of Nebraska
Pete Ricketts, Governor

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<p>Sharon J. Johnson, Program Coordinator DHHS - Division of Children & Family Services Lifespan Respite Subsidy Program and Disabled Persons & Family Support Program P.O. Box 95026 Lincoln, NE 68509-5026 402-471-1764 sharon.j.johnson@nebraska.gov</p>	<p>Linda Lehde, Lifespan, Social Services Worker DHHS - Division of Children & Family Services Lifespan Respite Subsidy Program P.O. Box 95026 Lincoln, NE 68509-5026 402-471-9188 dhhs.respite@nebraska.gov</p>



NEBRASKA RESPITE NETWORK
1-866-RESPITE
(1-866-737-7483)

<https://nrns.ne.gov/respitesearch/>

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