



## **Announcement**

**November 16, 2012**

### **Lifespan Respite Grant Program**

The Department of Aging of Pennsylvania is pleased to announce the availability of four (4) grants to provide respite services to address unmet needs, particularly emergency situations.

Respite-a fully coordinated system of accessible, community based respite care services which provide planned or emergency care to children and adults with disabilities, chronic or terminal illnesses.

Respite services may be provided in a variety of settings including a home, adult day care centers, or residential care facilities and can range from a few hours of care up to three months of care depending on the needs of the individual or unpaid caregiver.

#### Background

Lifespan Respite Care programs bring together Federal, state and local resources and funding streams to help support, expand and streamline the delivery of planned and emergency respite services while also providing for the recruitment and training of respite workers and caregiver training and empowerment.

The Federal Lifespan Respite Care Act is intended to accomplish several objectives, including:

- Expanding and enhancing respite services in the states;
- Improving coordination and dissemination of service delivery between the various programs available;
- Improving access to programs by streamlining the means by which consumers access programs and by filling gaps in service where necessary; and
- Improving the overall quality of the respite services currently available.

In 2010, the PA Department of Aging applied to the US Department of Health and Human Services, Administration on Aging for a Lifespan Respite Care Grant. Pennsylvania was awarded the grant, which called for the establishment of a Lifespan Respite Advisory Council and a grant respite program to provide respite to families, among other initiatives. The grant program was developed and will be administered by



the Lifespan Respite Advisory Council, in conjunction with the Department of Aging. The grants are targeted toward the provision of emergency and unplanned respite for caregivers. The state grant affirmed that the respite grants will be available statewide and building collaborative local systems of respite will be an important piece of the grant process.

### Eligibility

The Department of Aging will provide four (4) agencies with \$13,000 to provide respite care to individuals and families that address unmet needs, particularly emergency situations.

In order to be eligible, agency applicants must:

1. Be registered as a non-profit organization in PA.
2. Serve individuals with disabilities, chronic or terminal illnesses.
3. Agree to administer the grant program regardless of age, disability, illness or geography.
4. Adhere to the qualifications set forth in the application.

The agencies awarded the grant programs must:

1. Agree to use the \$13,000 for respite expenses for families and not for administrative costs.
2. Serve families across age, disability and the state for the purposes of the grant opportunity.
3. Verify that the individual needing respite services has a disability, chronic or terminal illness.
4. Verify families have an emergency or unmet respite need and the caregiver is unpaid.
5. Provide family the choice in how they receive respite care including providing reimbursement, not to exceed \$500 per family, for an unmet or emergency respite need.
6. Ensure a process is in place so families are only using the funding for respite care in accordance with the grant.
7. Have an outreach plan to target families and individuals who have respite needs.
8. Screen families to ensure they do not have access to respite services through another state, local or federal funding source.



9. Administer pre-respite and post-respite questions to families awarded respite funding and transmit that information back to the Department of Aging.
10. Connect families and individuals seeking respite to other programs or services that they may be eligible for in the community/state by utilizing the LINKS to Aging and Disability Resource agencies.
11. Provide information to the PA Department of Aging on the number of grants awarded, the use of the grant funds per family, the age of the individual needing respite services and the amounts expended through the grant.
12. Verify that individuals or agencies providing the respite services submitted background check information from the state police and child abuse clearance information.

### How Do Agencies Apply?

Mail or send your completed application to:

Jennifer Crossley-Hale, Bureau of Community Development,  
Department of Aging, Office of Long Term Living,  
5<sup>th</sup> Floor, Forum Place,  
555 Walnut Street,  
Harrisburg, PA, 17101

c-jcrossle@pa.gov

The deadline for submission is December 28, 2012. Applications must be postmarked no later than December 28, 2012. Applications will be accepted via e-mail until 6:00 p.m. on December 28, 2012. We cannot be responsible for applications returned for insufficient postage, delayed or lost in transit to the Department of Aging. Incomplete and illegible applications will not be considered for funding. Please be sure that your application is signed by and complete with all the necessary documentation attached.

Applications are limited to 5 double spaced type written pages. The 5 pages does not include suggested attachments such as a project budget, workplan, outreach plan, copy of your IRS 501(c)(3) letter and other supportive materials.

### **Application**

Describe your organization

- Briefly describe your organization's history and major accomplishments.



- Describe your current programs and activities and how you serve individuals with disabilities or chronic or terminal illnesses.
- Briefly describe how your organization works: What are the responsibilities of the board, staff, volunteers, and, if a membership organization, the members? Organization charts may be helpful to include.

### **Describe your request**

- Describe why the organization decided to pursue this funding and whether the provision of respite is a new or ongoing part of your organization.
- What is your timeline, please include a workplan if helpful?
- Who is your constituency normally served by your organization? (Be specific about demographics such as race, class, gender, ethnicity, age, sexual orientation, and people with disabilities.) How would your organization be able to reach out to individuals statewide, across disability and across age (outreach plan)?

### **Evaluation**

- Describe your plan for administering the evaluation (pre and post evaluation questions). Who will be involved in performing this work and sending this information to PDA?

### **Organizational Structure/Administration**

- Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualifications of key individuals involved. Include information on how you would collect and transmit the necessary data on the program to PDA.
- Describe how your organization would collect background information or verify background check information (state policy and child abuse clearances) for individuals providing respite care?
- Briefly describe how you would connect families and individuals to LINKS for Aging and Disability Resource centers and provide any information you have in working with these networks?
- Describe how you would screen families to ensure they are eligible for the respite funding (caregiver unpaid, do not receive services that already include the provision of respite care, individual has a disability or chronic or terminal illness) and provide choice in how the family receives respite care?

## **Finances**

- Current project budget, including administrative costs that will be paid for by the organization.
- List individually other funding sources the organization may seek or have secured for this request. Include amounts and whether received, committed, or projected/pending.
- A copy of your IRS 501(c)(3) letter. If you do not have 501(c)(3) status, check with the funder to see if they are willing to fund through your fiscal sponsor, or are willing to exercise expenditure responsibility. Additional information may be required to do so.

## **Other Supporting Material (optional)**

- Letters of support/commitment (up to three)
- Recent newsletter, articles, newspaper clippings, evaluations, or reviews (up to three)
- Recent annual report
- Other