

HOW TO MAKE REQUESTS FOR FAMILY SUPPORT

513-228-6432

Katrina.Steele@warrencountydd.org

ALL REQUESTS NEED PRIOR APPROVAL

RESPITE (Using a Family Chosen Provider)

A Family Chosen Provider is someone you wish to establish as a respite provider for your family. This may be a family member, a neighbor, a friend, etc. If you are using a Family Chosen Provider they first have to fill out a Family Chosen Provider packet. (If you have already done this please skip to the next paragraph) To be a Family Chosen Provider there are some guidelines for this: they CAN NOT live in the same household as you and they have to be 16 years of age with a valid driver's license. Please make sure that a driver's license number is on the application because we do run a background check on them to make sure they have no felonies on their record. If the report comes back with felonies they can not provide respite for you and any voucher(s) mailed to you will become INVALID immediately. You may have as many Family Chosen Providers as you would like. Mail packet to the address provided along with a Respite Daycare Request form.

Fill out the Respite or Daycare/Agency Request form (if you have multiple Family Chosen Providers you MUST fill out one form for each Provider). The sections you will fill out on this form are the top portion and the Respite Only portion.

Once this is approved you will receive your Voucher(s). DO NOT start any respite until you received the voucher(s). Family will sign and give to the Provider to sign and for them to fill in dates of respite care on attached timesheet. Once completed mail or email both documents to the address at top of voucher. Voucher(s) will expire 30 days after the valid through date listed at the top of the voucher.

When you run low in voucher(s) or they have expired, just fill out another Respite or Daycare/Agency Request form to kick off more vouchers. If you don't use the voucher within the time frame they will expire and the monies will deposit back into your cap. If a voucher expires before you send to me for payment you run the risk of that voucher not getting paid.

DAYCARE OR AGENCY

Fill out the Respite or Daycare/Agency Request form. Please mail or email to the address on the top of the form.

Once this is approved you will receive your Voucher(s). DO NOT start any Daycare/Agency until you received the voucher(s). Family will sign and give to the Provider to sign and for them to fill in dates of service on attached timesheet. Once completed mail or email both documents to the address at top of voucher. Voucher(s) will expire 30 days after the valid through date listed at the top of the voucher.

When you run low in voucher(s) or they have expired, just fill out another Respite or Daycare/Agency Request form to kick off more vouchers. If you don't use the voucher within the time frame they will expire and the monies will deposit back into your cap. If a voucher expires before you send to me for payment you run the risk of that voucher not getting paid/reimbursed.

CAMP

Fill out Camp Request. Please mail or email to the address on the top of the form.

Once this is approved you will receive your Voucher(s). DO NOT start any Camp until you received the voucher(s). Family will sign and give to the Provider to sign and for them to fill in dates of service on attached timesheet. Once completed mail or email both documents to the address at top of voucher. Voucher(s) will expire 30 days after the valid through date listed at the top of the voucher.

When you run low in voucher(s) or they have expired, just fill out another Camp Request form to kick off more vouchers. If you don't use the voucher within the time frame they will expire and the monies will deposit back into your cap. If a voucher expires before you send to me for payment you run the risk of that voucher not getting paid/reimbursed.

ADAPTIVE EQUIPMENT and HOME MODIFICATIONS

Fill out Request for Services form. Make sure all required information is attached otherwise this will hold up your approval date. Please mail or email to the address on the top of the form.

Once this is approved you will receive your Voucher(s) or receive notification from FS Coordinator. **DO NOT** order or purchase items before you receive your approval. **In some cases when ordering adaptive equipment, FS Coordinator can order directly from the vendor and then just contact you on when the items will be arriving.** If you are doing a reimbursement, the family will purchase or have home mod completed, sign voucher, give voucher to the Provider to sign and have them attach a receipt of item(s) purchased or home mod performed. Once completed mail or email all documents to the address at top of voucher. Voucher(s) will expire 30 days after the valid through date listed at the top of the voucher.

When you run low in voucher(s) or they have expired, just fill out another Respite or Daycare/Agency Request form to kick off more vouchers. If you don't use the voucher within the time frame they will expire and the monies will deposit back into your cap. If a voucher expires before you send to me for payment you run the risk of that voucher not getting paid/reimbursed.

THERAPY

Fill out Request for Services form. Make sure all required information is attached otherwise this will hold up your approval date. Please mail or email to the address on the top of the form.

Once this is approved you will receive your Voucher(s). **DO NOT** start any therapy until you received the voucher(s). Family will sign and give to the Provider to sign and for them to fill in dates of service on attached timesheet. Once completed mail or email both documents to the address at top of voucher. If you are doing a reimbursement follow same rules and attach receipt of payment with forms. Voucher(s) will expire 30 days after the valid through date listed at the top of the voucher.

When you run low in voucher(s) or they have expired, just fill out a Voucher for Services Request form to receive additional Voucher(s) for services that have been established. If you don't use the voucher within the time frame they will expire and the monies will deposit back into your cap. If a voucher expires before you send to me for payment you run the risk of that voucher not getting paid/reimbursed.

SPECIAL DIET and DISPOSABLE ITEMS (ex. Diaper or wipes)

Fill out Request for Services form. Make sure all required information is attached otherwise this will hold up your approval date. Please mail or email to the address on the top of the form.

Once this is approved you will receive your Voucher(s) or receive notification from FS Coordinator. **DO NOT** order or purchase items before you receive your approval. The family will purchase, sign voucher and obtain receipt(s). Once completed mail or email voucher with all receipt(s) to the address at top of voucher. **IF BUYING ITEMS AT A KROGER STORE ONLY, YOU SIMPLY SIGN THE VOUCHER AND GIVE TO CLERK AT SERVICE DESK. THEY WILL RING UP ITEMS, KEEP THE VOUCHER AND TURN INTO ME FOR PAYMENT. NO MONEY OUT OF YOUR POCKET THIS WAY.** Voucher(s) will expire 30 days after the valid through date listed at the top of the voucher.

When you run low in voucher(s) or they have expired, just fill out a Voucher for Services Request form to receive additional Voucher(s) for items that have been established. If you don't use the voucher within the time frame they will expire and the monies will deposit back into your cap. If a voucher expires before you send to me for payment you run the risk of that voucher not getting paid/reimbursed.