



OKLAHOMA DEPARTMENT OF HUMAN SERVICES

**Developmental Disabilities Services Division
Respite Voucher Program
P.O. Box 25352
Oklahoma City, Oklahoma 73125**



Dear Families:

This letter is to inform you of a program operated by the Oklahoma Department of Human Services Developmental Disabilities Services Division (OKDHS/DDSD) for which you or a loved one may currently be eligible. The DDSD Respite Voucher Program provides financial assistance to caregivers in the form of vouchers that can be used to pay for respite care so the caregiver can take a break. For the purpose of this benefit, a caregiver is defined as the person who is providing ongoing, full-time care for a loved-one with a developmental disability, to whom we refer as the care recipient. The caregiver can be a parent, grandparent, spouse or adult child/grandchild. Respite is defined as temporary relief for the caregivers.

Respite vouchers may be issued for caregivers of a **care recipient** who:

- does not receive services through a Home and Community-Based Services (HCBS) Waiver;
- does not live in an assisted living facility;
- does not live independently;
- does not receive Advantage Waiver services;
- is not in OKDHS custody;
- does not receive state funded services such as:
 - Sheltered Workshop;
 - Community Integrated Employment; or
 - Adult Day; and
- does not reside in a drug or alcohol treatment facility.

The voucher applicant is the **Caregiver** and:

- must be an Oklahoma resident;
- must reside with and provide full-time care for an eligible care recipient;
- does not receive the Family Support Assistance Payment on behalf of an eligible care recipient;
- does not receive respite services funded through any other program or service on behalf of an eligible care recipient;
- does not receive a foster care payment on behalf of an eligible care recipient;
- does not receive an OKDHS Child Care Subsidy on behalf of an eligible care recipient; and
- must have an adjusted gross income of \$60,000 or less.

January 28, 2013

Caregivers are responsible for:

- interviewing and selecting the respite provider;
- setting an hourly rate;
- training the provider;
- ensuring proper payment for services; and
- tracking the number of respite hours used and total amount claimed against the voucher.

Respite voucher applications are valid for the state fiscal year (July 1-June 30). When an application for a respite voucher is approved, a respite voucher is issued to the caregiver applicant for use from the date of issuance and is valid for 90 days. Authorization is subject to the continued availability of funding.

For your convenience, a Respite Voucher Application has been enclosed with this letter. Please note that the completed application must include the following attachments:

- a copy of the most recent federal income tax return (When the care-giver applicant receives Supplemental Security Income, Temporary Assistance for Needy Families, or SoonerCare the federal income tax return is not required); and
- appropriate documentation as indicated on the application to verify the care-recipients disability

Please note that incomplete applications will be returned to the applicant for correction and respite voucher applications are considered in chronological order of receipt of completed applications. DDSD provides a written determination to the applicant within 30 days. If you are interested in this program and believe you or your loved one will qualify, please complete the enclosed application and submit it, along with the required documentation, to the following address:

Oklahoma Department of Human Services
Developmental Disabilities Services Division
Respite Voucher Program
PO Box 25352
Oklahoma City, OK 73125-0352
Fax (405) 522-3037

Questions or comments can be directed to Vickie Thomas or Darrin Thompson at the following email address or telephone number:

victoria.thomas@okdhs.org - 405- 521-6521
darrin.thompson@okdhs.org - 405- 522-0600

Sincerely,

Darrin Thompson,
Programs Manager II
DDSD Respite Voucher Program