



RICHMOND CENTRE FOR DISABILITY

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JOHN GORDON AUTISM FOUNDATION RESPITE CARE SUBSIDY

Families and caregivers often feel high levels of emotion, physical and financial stress when they care for someone with disabilities in the home. Because of the demands, many families and caregivers do not have the occasional short term periods of rest and relief that are important to everyone's health and family stability. Respite care is temporary, short-term care designed to give relief or support to a primary unpaid caregiver who has accepted responsibility for the ongoing care and supervision of another individual. By providing breaks to the family and caregiver, respite services are a vital support to the ability of families and caregivers to provide continued care in the home.

The John Gordon Autism Foundation Respite Care Subsidy ("**Subsidy**") provides financial assistance for respite care services to low income families or individuals who are responsible for the care of children or individuals with special needs or disabilities. The purpose is to give a break to the primary unpaid caregiver of the child or individual with disabilities.

The Richmond Centre for Disability ("**RCD**") helps to alleviate the burden on families and primary caregivers through administration of the Subsidy and by providing assistance in providing a roster of persons already qualified as Respite Care Providers for persons with disabilities. A Respite Care Provider is a person who has completed the RCD Respite Care Training Course and is otherwise qualified, as noted below.

RCD ONLY PROVIDES THE ROSTER OF ALREADY QUALIFIED RESPITE CARE PROVIDERS. RCD DOES NOT BECOME A PARTY IN ANY WAY TO A RESPITE CARE CONTRACT AND NEITHER ENDORSES ANY PARTICULAR RESPITE CARE PROVIDER NOR IS IT RESPONSIBLE FOR ANY RESPITE CARE PROVIDER.

HOW TO APPLY

Stage 1:

- Obtain an application form from the RCD office or download it from the RCD website
- Fill out the form in its entirety
- Return the form to the RCD, together with the required documents
- Qualified applicants will receive notice of provisional approval of funding and a Care Plan Approval form

How It Works

After an application is received, it will be reviewed by the Subsidy Administrator to check eligibility and subsequently passed onto the Subsidy Review Panel for approval. The review and approval process may take 2 to 4 weeks. Both successful and unsuccessful applicants will be notified in writing of the panel's decision. Receipt of funding is contingent on the applicant fulfilling the requirements of Stage 2 of the application process.

Stage 2:

- Choose a Respite Care Provider, either from the community or from the roster of approved Respite Care Providers maintained by RCD
- Review the Care Plan with the chosen Respite Care Provider, enter into an Agreement for the provision of respite care services and complete the Care Plan Approval form
- Submit the completed Care Plan Approval form to RCD, together with required documentation

How It Works

Once Stage 1 approval is received, the applicant should choose a Respite Care Provider, either from the roster of approved Respite Care Providers maintained by the RCD or from the community at large. In order to qualify for funding, the Respite Care Provider must meet the following approval criteria of RCD:

- Current First Aid training;
- Completion of the DRC Respite Care Training Course or similar experience/training;
- Satisfactory Criminal Record Check; and
- Must be unrelated to or, if related, living separate and apart from the Primary Caregiver and the Person with Special Needs or Disabilities.

The applicant should ensure that the Respite Care Provider meets these criteria or, if necessary, receives any training that may be required. The Primary Caregiver and the Respite Care Provider must enter into an agreement for the provision of respite care services and complete the Care Plan Approval Form.

RCD will then review the Care Plan Approval form to ensure that (1) the care plan meets the RCD funding criteria; (2) the Respite Care Provider meets the eligibility requirements of RCD; and (3) an agreement for the provision of respite care services is in place between the Primary Caregiver and the Respite Care Provider. **RCD is not a party to the agreement for the provision of respite care services and will not review the content of the agreement; it is the responsibility of the Parties to negotiate the terms of their agreement according to their own needs and wishes.**

Once the Care Plan Approval Form has been reviewed by RCD, the Primary Caregiver will be notified in writing. It is the responsibility of the family and Primary Caregiver to train, update, support and supervise the Respite Care Provider. Funds will be disbursed by RCD on the basis of invoices submitted to RCD and signed by both Parties.

Application Date: Ongoing, depending on availability of funds

The RCD is an Accredited Member of the Independent Living Canada

Subsidy Details

Name of Subsidy:	John Gordon Autism Foundation Respite Care Subsidy
Donor:	John Gordon Autism Foundation
Numbers:	Varies
Value:	Varies, maximum 200 hours in 12 months
Tenure:	Respite services for children or individuals with disabilities
Renewable:	Varies
Details:	<p>Available to low income families or individuals caring for a child or individual with disabilities.</p> <p>Priority will be given to parents or caregivers of children or individuals with disabilities who are in greater need of respite care services.</p> <p>Subsidy is for the purpose of acquiring respite services for the intended recipient, NOT to pay for ongoing care such as day care, therapy, housekeeping or home health services.</p> <p>The Respite Care Providers must meet the Richmond Centre for Disability approval criteria to provide respite care services.</p> <p>Families or Primary Caregivers and/or persons with disabilities are responsible for contacting and choosing a Respite Care Providers. RCD maintains a roster of approved Respite Care Providers to assist Primary Caregivers in finding a suitable individual, but RCD does not endorse, match@ or otherwise place Respite Care Providers with applicants.</p> <p>Respite Care Providers are not employed or retained by RCD. Primary Caregivers and Respite Care Providers are responsible for ensuring compliance with all Canadian and Provincial laws that may apply to the relationship between them.</p>

Primary Caregiver Eligibility Criteria

- Canadian citizen or landed immigrant and a resident of BC
- Applying families or individuals have annual household income less than \$28,000, or \$20,000 for single parent families
- Applying families or individuals have annual interest and/or dividend income less than \$300
- Priority will be given to children and individuals with disabilities who receive no government respite funding

Respite Care Provider Eligibility Criteria

- Unrelated individual or relative living separate and apart from the primary unpaid caregiver and the child or individual with disabilities
- Current First-Aid training
- Satisfactory completion of the Respite Care Training Course offered by RCD, or with similar experience/training
- Criminal Record check required

Role of RCD

- To administer funding provided to families or Primary Caregivers for the cost of respite care services
- To ensure that Respite Care Providers meet the approval criteria for funding eligibility
- To maintain a roster of Respite Care Providers who have received prior approval of RCD as a resource to families and Primary Caregivers
- To provide training for prospective Respite Care Providers for the purpose of approval under the program
- To ensure that a respite care plan and a respite care agreement are in place between the Primary Caregiver and the Respite Care Provider

Resources for Families and Primary Caregivers

Note: The following are provided as preliminary resources for Primary Caregivers and Respite Care Providers. RCD does not warrant or certify the accuracy of any information, nor does it endorse any advice given therein.

- How to obtain a Canadian Criminal Record Check:
 - http://www.rcmp-grc.gc.ca/crimrec/finger2_e.htm
 - <https://www.truecheck.ca/>

- Canada Revenue Agency guidelines for determining whether an individual is a an employee or a self-employed independent contractor:
 - <http://www.cra-arc.gc.ca/E/pub/tg/rc4110/rc4110-e.html>
- Canada Revenue Agency guidelines for determining whether a business is required to register for GST/HST:
 - <http://www.cra-arc.gc.ca/tax/business/topics/gst/corporation/registering/menu-e.html>
- The British Columbia Employment Standards Branch website contains information regarding standards for wages and working conditions in BC:
 - <http://www.labour.gov.bc.ca/esb/>
- Service Canada provides information on Employment Insurance and the Canada Pension Plan:
 - <http://www1.servicecanada.gc.ca/en/about/index.shtml>
- Choosing a Caregiver for a Child With Special Needs booklet produced by the Community Respite Care Committee, Victoria, B.C., 2007 contains information that families and Primary Caregivers may wish to consider when choosing a Respite Care Provider and drafting an agreement:
 - http://www.cridge.org/Choosing_a_Caregiver.pdf