



**Series:** Operating Procedures      **COA:** NA  
**CFOP:** NA

**Procedure Name:** Use of Respite Funds  
**Procedure Number:** OP-1010  
**Revision #/Date:** (2)10/23/08  
**Effective Date:** 02/10/06

**Applicable to:** All CBCB staff, subcontracted Child Placing Agencies, licensed foster homes and foster children being served

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**SUBJECT:** Respite Funds

**PURPOSE:** To specify Community Based Care of Brevard's process for authorization of respite care for children in licensed care with regards to financial implications

**PROCEDURE:**

**References**

(to be added as applicable)

**Definition**

Respite care is intended to provide foster parent some time away from the demands of providing care to children placed in their home. Respite care is defined as a minimum of 24 hours away from the responsibilities of providing care.

**Respite Requests**

Placement respite requests will be handled within each Child Placing Agency (CPA). Each CPA is responsible for finding respite placements for children within each CPA network within the same Family Care Level and notifying CBCB Intake Specialists of placement change. The policy therein pertains to respite requests that are financial in nature in which the authorization of funds is needed to provide children in foster care the normalcy that is required through the flexible use of funds.

CBCB will review respite requests as they are received on an individualized basis with the children's best interest at the forefront of planning. CBCB embraces the philosophy of providing individualized child and family services versus a "one size fits all" approach. The need for foster parents to have access to respite for multiple reasons is critical. Securing and mobilizing adequate resources is the responsibility of the entire Brevard community.

**The Use of Respite Funds**

The following steps outline the procedure to be followed to execute the use of respite funds on behalf of children aged 0 through 18 residing in a licensed foster home.

- a. Authorization: CBC of Brevard Caregiver Liaison will review requests made for funding with the "Children's Collaboration Committee" that is comprised of the following members: board member of the Foster Parent Association, one member of the Child Placing Agency Network collectively, a Brevard county foster parent and a representative from CBCB Sub Contracted Case Management Agencies, CHS or Devereux. The Review Committee will reach consensus as to whether the request for funding is approved or disapproved. If the request is approved, a CBCB Check Request form for each child in which respite is being requested will be authorized by the CBCB Caregiver Liaison. The Check Request form will include the child's name, date and licensed placement that will receive the check. The Check Request form will accompany a standardized review form that includes the child's name, birth date and licensed placement recipient of funds. The CBCB Caregiver Liaison will notify the Child Placing Agency that is managing the home of the decision to approve or disprove funds. All requests must be screened by the Child Placing Agency prior to the Review Committee process.
- b. Committee Goals: To review requests for financial assistance for foster children relative to their medical, educational and overall well being needs (otherwise not being met by any other means.) Each individual request is reviewed and a decision is reached in consensus by the Committee. This also includes recreational requests such as theme park tickets, school related activities (clubs, sports and extracurricular activities), professional appointments, community and foster home-based indoor and outdoor recreational, cultural, and leisure enrichment activities based on individual and group interests, needs, and goals. The overarching goal of this committee is to provide support to foster parents.
- c. Allocation of funds: The authorization of respite funds will be done flexibly for children aged 0 through 17 for the purposes of allowance of the most normalized experience possible for children in licensed care. Funds may be requested for vacations, holiday trips and in general for outings that require additional funding (not encompassed in the foster care board rate.)
- d. Dissemination of Information: The CBC of Brevard Caregiver Liaison will forward the Check Request to the Children & Families Program Manager for approval indicated by signature once the Review Committee has reviewed. Once approved, the CBCB Intake Specialists will forward to the finance department.
- e. CBCB Accounting Manager: CBC Accounting Manager or designated Accounting support staff will mail the check to the specified placement.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



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DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
CBC of Brevard, Inc.

APPROVAL DATE: 11/20/09