

# YMCA Childcare Resource Service

## RESPITE UNIT PROGRAM

### Authorization Notice

An *authorization notice* is a verification of a family's authorized number of respite hours. Provider will receive an authorization notice initially for each new client they serve and after that for any changes to a client's respite hours. Authorization notices will have all the information needed to help providers fill out their time sheets. Providers should keep a current authorization notice for each client that they serve. This is one way that changes will be communicated to providers and families. Providers are held accountable to follow all directions and information that is provided on an authorization notice.

Note: Providers may only serve the respite hours that are indicated on the authorization notice or if they receive a verbal approval from a YMCA CRS Respite Unit staff member. If in doubt about hours authorized, cancellations, or extra hours contact the Respite Unit immediately.

### Respite Changes

There are 5 types of respite changes that will be communicated to the provider through an authorization notice.

1. Renewal – A renewal notice will be sent out when the client's respite has been renewed usually annually
2. Cancellation – A cancellation notice will be sent out if the client's respite has been canceled.
3. Reduction- A notice will be sent out if the clients respite hours have been reduced.
4. Increase – A notice will be sent out if the clients respite has been increased. Some increases are permanent while other increases are temporary. If in question please call for verification.
5. Releases- (Rare) A notice will be sent out if the client has a temporary release of hours. For example, if a client is authorized by the Regional Center they can use some of their hours for a camp. A notice will be sent out and the provider will simply subtract the release hours from the normal hours to get a total number of hours allowed for care.

### Respite Hours

Clients are authorized to receive respite on a monthly or quarterly basis. Monthly respite has to be used from the first day of the month and end on the last day of the month. The unused hours do not carry over from month to month. Quarterly hours can be used from the first day of the quarter and end on the last day of the quarter. The unused hours do not carry over from quarter to quarter.

Quarters are as follows:

1st

2nd

3rd

4th

(Jan, Feb, March) (April, May, June) (July, Aug, Sept) (Oct, Nov, Dec)