

Respite Care Request
(Instructions on reverse side)

Date of request: _____

Name of current caregiver(s): _____

Address & zip code: _____

Caregiver telephone #: _____

Emergency # for current caregiver: _____

Child's Name	Date Of Birth	School/Day Program	Medical/Psychological Information (i.e. doctor's Name, telephone #)	Medications

Name of respite care provider suggested: _____

Address & Telephone #: _____

Number of days requested: _____

Dates requested: _____

Number of days unused: _____

Please return form to your local department of social services caseworker

For Local Departments of Social Services use only

Approved: _____

Not Approved: _____

Caseworker's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

RESPITE CARE SERVICES:

Current caregiver must complete all items on top portion of the form. Make sure for dates requested that you spell out days, month and year (i.e. 12/06/06 – 12/13/06)

LDSS staff complete the bottom of the form and retain in resource home record.

Respite care services are limited to 7 (seven) days per calendar year and cannot be carried over to the next calendar year.

WHO CAN BE USED AS RESPITE PROVIDERS

A respite care provider may be:

- An approved foster/adoptive family
- An approved day care provider (Maryland Child Care Administration)
- A Family member or family friend that meet the requirements listed below

Respite care provider qualifications are as follows:

- Must be 21 years old or older
- Must have sufficient education to deliver respite care services
- Must have the personal characteristics, training or experience necessary to deliver respite care services
- Must have the necessary physical and mental health to care for the child(ren)

If respite care services are to be provided in the home of a respite care provider (not already approved as a foster/adoptive or day care provider), the following requirements are needed to approve the respite placement:

- Criminal Background Check
- Child Protective Services Clearance
- Satisfactory Health and Fire Safety Checklist established by the LDSS
- Child cannot share bed with anyone
- Operable telephones
- Home must be easily accessible to meet the needs of the child

Note: Planned respite care requests are to be submitted with in 14 (fourteen) days of use. Emergency/crisis request will be handled on an as needed basis by the local departments.