

## Respite Care Family Guide

### Sample Interview Questions for Respite Providers

What are your credentials/experience/training for meeting the need of someone diagnosed with \_\_\_\_\_ (fill in the blank with your family member's diagnosis)?

Describe your most challenging experience while providing care. How did you handle it?

Describe your discipline techniques when working with children. Tell me about a time that it was successful?

What times and days of the week are you available to provide care?

Describe a time when you were proud of your work as a caregiver.

Are you comfortable working in an environment that (describe the space in which care will be provided. Pets, lack of light, three flights of stairs, smoking, etc.)?

### Frequently Asked Questions

- How do I enroll in the Respite Care Program?
- Am I eligible for the Respite Care Program?
- How do I find a Respite Provider?
- What type of qualifications does my Respite Care Provider need?
  - Click [HERE](#) for your answer.
- Who pays the Respite Care Provider?
  - You are responsible to pay the Respite Care Provider up front. To collect reimbursement you will complete the Respite Reimbursement Log and return it to your EFMP Family Case Worker by the 7<sup>th</sup> of the following month.

# EFMP Exceptional Family Member Program

- When will I receive reimbursement?
  - Your completed Respite Care Reimbursement Log is due to your EFMP Family Case Worker by the 7<sup>th</sup> of each month. Payment is made once per month and will be directly deposited into your account within 30 days of that month's due dates, (i.e., reimbursement logs collected by the 7<sup>th</sup> will be paid by the 7<sup>th</sup> of the following month).
- Can I use a family member as my Respite Care Provider?
  - You can use a friend or a family member as your Respite Care Provider if they have the appropriate credentials and must be 18 years or older. The EFMP Manager determines the appropriateness of credentials. Additionally, you can apply for an Exception to Policy (EtP). An EtP, if approved, allows a family member without the appropriate credentials to provide care.
    - Marine submits an Administrative Action (AA) form or the NAVMC 10274.
    - Marine routes through their command for appropriate endorsement.
    - A minimum of two endorsement letters are required.
    - Command forwards EtP packages to DC, M&RA (MFY-1).
    - MFY-1 reviews and issues a final determination letter.
    - Active duty service member will receive the final determination letter and the installation EFMP will be notified.
    - NOTE: All EFMP enrollments must be compliant and accurately reflect any significant changes in overall care.
- How much do I pay the Respite Care Provider?
  - The cost of services is negotiated between you and the Respite Care Provider.
- What if the Respite Care Provider charges more than the reimbursement rate?
  - The EFMP is approved to reimburse up to a specific dollar amount. Anything over that amount comes out of your pocket.
- What do I do if my banking information changes?
  - You will fill out a new ACH form. The ACH form can be found [HERE](#).
  - Submit your revised ACH form to your EFMP Family Case Worker.
- Can I use more than one Respite Care Provider?
  - Yes. Each Respite Care Provider must be approved by the Installations EFMP Manager. You must also complete a separate Respite Reimbursement Log for each Respite Care Provider. Remember, you are qualified for a total of 20 cumulative hours per month between all Respite Care Providers.

# EFMP

## Exceptional Family Member Program

- May I request an Exception to Policy (EtP) because of hardship(s) when ineligible to receive Respite Care?
  - Yes. You may request an EtP whenever there is an unforeseen hardship. To request an EtP please follow these steps:
    - Marine submits an Administrative Action (AA) form or the NAVMC 10274.
    - Marine routes through their command for appropriate endorsement.
    - A minimum of two endorsement letters are required.
    - Command forwards EtP packages to DC, M&RA (MFY-1).
    - MFY-1 reviews and issues a final determination letter.
    - Active duty service member will receive the final determination letter and the installation EFMP will be notified.
    - NOTE: all EFMP enrollments must be compliant and accurately reflect any significant changes in overall care.
- Can my age-typical child/children be cared for by my Exceptional Family Member's Respite Care Provider?
  - It is up to your Respite Care Provider.
  - Age-typical sibling reimbursement is not provided.
- Can I pay the Respite Care Provider more than my reimbursement rate?
  - Yes. The fee is negotiated between you and the Respite Care Provider.
  - The EFMP is approved to reimburse up to a specific dollar amount. Anything over that amount comes out of your pocket.
- Do I have to claim respite on my taxes?
  - Respite Care Reimbursement is not considered taxable income. However, the sponsors who participate in the Respite Care Reimbursement Program may incur tax liability as a household employer.
  - Refer to IRS Publication 926, Household Employer's Tax Guide for Wages Paid. The publication can be found [HERE](#).
  - Consult a tax professional.
  - Contact base legal using the information found [HERE](#).
  - EFMP staff cannot provide any additional advice or guidance regarding potential tax liability beyond directing families to the publications and/or a tax professional or legal assistance office.