



Respite Care Reimbursement Program Set Up Information/Instructions

Please review EFMP's MCO 1754.4C, Chapter 6 Respite Care Reimbursement Program before proceeding.

Step 1: Finding a Respite Provider

*** Provider's skill must correspond to the documented need of the enrolled family member (EFM).

*** Respite care providers must be 18 years of age or older.

- Before anyone sets foot in your home, do a phone interview. Ask for references. Most importantly, call or email those references.
- Meet the potential provider away from your home and do an in-person interview. A coffee shop or fast food place might be great for this. Tell them, up front, what you are able to pay.
- Find more than one provider. If you really need the care, and someone gets sick, it's always beneficial to have a back-up plan. Use two or three people, regularly, if you can. This keeps them willing to work with you.
- Additionally, Medical Temp agencies (found through a basic internet search) might be helpful.
- Families can also contact local universities and colleges' student career services offices to see if they can post a hiring notice.
- Most universities have faculty emails that are public. You might find that the head of a nursing program or another program that might serve your needs has a grad student or upper classman that they would recommend for a part-time job. Make sure that students understand that their performance with your family could result in a letter of recommendation. If this is how they hope to make their living, working for a family in their field can go a long way.
- Some of our families have found providers (non-medical) through their child's school. (Special Ed Teachers and therapists.) It might be worth asking at the pediatrician/specialist's office as well, if there are staff members who might be interested in earning some extra money.
- Local hospitals and clinics may have nurses that are looking for extra hours.
- Online tools/portals for finding a provider:
 - <https://www.militaryonesource.mil/family-relationships/parenting-and-children/military-childcare-services> - Through Military OneSource, families will get a paid subscription to a service that lets them search for care providers in the nationally recognized **Sittercity.com**. Parents can search the database of more than one million

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potential care providers based on their own needs and criteria, then check references and review background checks of those providers. Parents can interview, hire and pay care providers on their own terms. Families can find out more about the service at the link above, or by calling Military OneSource at 800-342-9647. The free service can only be accessed through Military OneSource, which provides a special code to be used at Sittercity.com. The service is available to currently serving military families, and for up to one year after retirement or separation from service.

- www.care.com - offers of an array of services that enable families to find a care provider.

Step 2: Respite Training Completion

Quantico EFMP requires a sponsor to take the **EFMP Respite Training** with Quantico EFMP's Training and Education Outreach Specialists (TEOSs). While not a requirement, it is highly encouraged that the sponsor's spouse also take the training. The EFMP Respite Training can be scheduled to be completed in-person by appointment or virtually via Microsoft Teams or Adobe Connect. Please set up a training time by contacting Quantico EFMP at (703) 784-9395.

Step 3: Documentation

Once you have a provider narrowed down, your Quantico EFMP Family Caseworker will need a copy of their credentials to include:

- **Copy of your provider's government issued ID (front & back)**
- **Any trainings, certifications, licensures, i.e. First Aid/CPR card; LPN/LVN/CNA/RN Certificate/License; any specialty training certificates or licensures.**

*** A request to use a provider who cannot provide the appropriate certification and/or licensure will be facilitated through an Exception to Policy (ETP) request via an Administrative Action (AA) Form. The sponsor's S1 can assist with obtaining the AA Form. Once completed, all supporting documentation will need to be sent to HQMC EFMP for potential approval and reimbursement rate.

The sponsor will need to complete, sign and return the following documents to their Quantico EFMP Family Caseworker:

1. **NAVMC 1750/1 Respite Eligibility Form**
2. **NAVMC 1750/2 Statement of Understanding (SOU)**
3. **ACH Form (Direct Deposit)**
4. **List of care that respite care provider must know and provide in order to maintain the safety and welfare of the EFM while in their care. For example: suction, administering meds, percussion vest, g-tube feedings, etc.**



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If at any time the sponsor is deployed, on Temporary Additional Duty (TAD), attending an official school, serving an unaccompanied overseas tour where HQMC EFMP, or the suitability screening process (conducted by the Military Medical Department), determines services are not available, or when the sponsor has a HQMC EFMP approved Continuation on Location (CoL), and is unable to sign the *NAVMC 1750/3 Reimbursement Log*, an appointed person may sign it, as long as he/she has a **Power of Attorney (POA)** and Quantico EFMP has a copy of it on file.

Step 4: Approval

The Quantico EFMP Manager will review credentials to validate that provider(s) meet requirements for the appropriate level of reimbursement. If/once approved, the sponsor will receive a *Respite Letter of Approval* from the Quantico EFMP Office, which will notate the reimbursement rate and date in which EFMP Respite Care may begin being utilized and logged for reimbursement.

Please keep your Quantico EFMP FCW updated on where you are in the process. Quantico EFMP would be happy to go over questions you may have and step you through getting respite set up.

Thank you.

Quantico EFMP



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EFMP RESPITE CARE CHECKLIST:

- NAVMC 1750/1 Verification of Eligibility to Participate in the EFMP Respite Care Reimbursement Program
- NAVMC 1750/2 EFMP Respite Care Reimbursement Program Statement of Understanding
- NAVMC 1750/3 EFMP Respite Care Reimbursement Log
- ACH Direct Deposit Form
- Copy of respite provider's government issued ID (front & back)
- Any trainings and certifications, i.e. First Aid/CPR card; LPN/LVN/CNA/RN Certificate/License; any specialty training certificates or licenses
- List of care that respite provider must know/provide in order to maintain the safety and welfare of EFM while in provider's care.
- Completed respite training certificate (provided by Quantico EFMP once training is complete)
- Power of Attorney (if applicable)