

## 1. STATUTORY AUTHORITY

*Child, Family and Community Service Act*, Sections 5 and 93

## 2. OBJECTIVES

- To provide respite for families with eligible children who have special needs.
- To maintain and enhance the independence and quality of life for families with eligible children with special needs.

## 3. DESCRIPTION

Respite services may be provided by an approved child care resource in the resource home or in the child's home through the use of a Support Services Agreement (CF2606).

## 4. ELIGIBILITY

For eligibility information, see the Eligibility for Family Support Services Policy

## 5. PROCEDURES

### 5.1 Service Approach

Respite Relief Services are provided via a Support Services Agreement (CF2606). Respite Relief Services may be provided in an approved child care resource or in the family's home. Arrangements should be worked out jointly with the family so as to best meet their needs and complement any other services being provided. As with all Support Services Agreements, the term will be six months per agreement. Families receiving At Home Respite who have exceptional needs may negotiate At Home Respite benefits in excess of the base amount of \$2,800 per year. Alternatively, these families may receive additional respite through Respite Relief Services or through Contracted Respite Services. The family's needs should be assessed in light of other available services and available budget resources.

### 5.2 Contracting Procedures

Under the CF&CS Act, the Ministry has statutory authority to purchase services by means of contracts. The "Core Policy and Procedures Manual" at [www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/CPMtoc.htm](http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/CPMtoc.htm) can be used in initiating contracts. Services are purchased by CLS Managers or delegates on a contract basis from an agency.

### 5.3 Payment Procedures

Payments will be made by the appropriate Accounting Office. For billings for service provided in or by Restricted, Regular Family Care or Level 1,2 or 3 Specialized Family Care homes, the "Respite/Relief Care Monthly Occupancy Report and Billing". If the service is provided in the child's home, it is to be coded "In-Home Respite" in the Community Support Services section of the Chart of Accounts.

## 5.4 Income Testing

The ministry must administer an income test, as prescribed under Canada Revenue Agency (CRA) tax legislation, to determine the amount of the benefits since the funding is considered by the ministry to be social assistance and is non-taxable to recipients. Also, in accordance with CRA regulations, the ministry will not be issuing T5007 information returns to the recipients because it considers the funding in respect of medical expenses or child care expenses. The social worker is responsible for completing the Support Services Income Test (CF2186) to determine whether the family must contribute to the cost of the respite care.

Refer to the **Parental Contributions Policy** for information on administering the income test.

## 5.5 Forms to be used for Respite Relief Services

- CF2186 Support Services Income Test
- CF1234 Respite/Relief Care Monthly Occupancy Report and Billing
- CF2606 Support Services Agreement