

1. STATUTORY AUTHORITY

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

2. OBJECTIVES

- To assist families in accessing respite in order to assist them in caring for their children in their own home and community.
- To maintain and enhance the independence and quality of life for families of eligible children

3. DESCRIPTION

Contracted Respite Services may be purchased from community agencies. This may include recruitment, training and /or monitoring of respite caregivers; matching of families with caregivers and the provision of respite services. The intent is to assist and support families in accessing respite services.

4. ELIGIBILITY

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

5. PROCEDURES

5.1 Service Approach

The Ministry may purchase contracted respite services by contract from community agencies. These services may include recruitment, training and monitoring of respite caregivers, matching of caregivers with families and the provision of respite services to eligible families. In discussions with the agencies, it should be decided whether a referral from the Ministry is required to access this service. In the case of families receiving At Home Respite Benefits, they may purchase services from an agency directly. These families are responsible for requesting and paying for the service; Ministry staff are not involved and a referral is not required.

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 can be used in initiating contracts. Services are purchased by CYSN Managers or delegates on a contract basis from an agency.

The Support Services Agreement (CF2606) needs to be completed and should specify how families access the service i.e. whether a referral from the Ministry is required or not.

5.3 Payment Procedures

Payments will be made by the appropriate Accounting Office. A current contract must be on file at the Accounting office. Where fixed payments are requested, a current Authorization to Pay Contracts and Grants (CF0025) must also be on file.

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 Children and Youth with Special Needs Support Worker (CYSN SW) 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 **Determining Parental Contributions for Family Support Services Policy** for information on administering the income test.

5.5 Forms to be used for Contracted Respite Services

CF0025	Authorization to Pay Contracts and Grants
CF2186	Support Services Income Test
CF2606	Support Services Agreement