

# CHILDREN WITH SPECIAL HEALTH CARE NEEDS SERVICES PROGRAM

## RESPITE FACT SHEET

### *Knowing Your Responsibilities*

Children with Special Health  
Care Needs Services



### What is Respite?

Respite allows someone else look after a loved one while the caregiver takes a break. A respite can provider help clients with many daily activities and tasks, such as: attending college or child's school program, reading or studying for course materials, going to an exercise class, or even shopping with friends or going to the movies.

### Who Can Provide Respite?

A family member or friend can step in to support parents and caregivers. Since it is really about what is right for the client and the family member, the client's family chooses their respite provider. However, if a family member is approved as the respite provider, he or she cannot reside in the home.

### Requesting Respite

Discuss your needs and concerns with your case manager. The program must approve any respite services before they may be provided. The maximum cost for respite is \$3,600 per year. Respite must be renewed yearly.

### Choosing a Respite Provider

You choose the person you want to provide respite services. This person must:

- Be reliable and be able to safely care for your child.
- Not have a history of any crime that might put your child at risk. If you decide to do a criminal background check of the person you choose to provide respite, the program might reimburse you the cost of the background check from the \$3600 annual cost allowance for family support services. You would need to pay the fee for the background check first and then give the program documentation that you paid this fee. The program would then reimburse you for this fee.

### Training and Monitoring

You must train and monitor your respite provider. Talk with your case manager if the respite provider needs additional training. The program might be able to pay some training costs for the respite provider. Training costs would come from the \$3600 annual cost allowance for family support services.

### Salary and Respite duties

You decide the salary that will be paid to the respite provider. You also decide what the care your respite provider will provide for your child.

### Payment

In most cases, the respite provider you choose must enroll as a CSHCN Services Program provider. You will submit timesheets signed you and the provider to the program. The program will pay the provider.

Some families may choose to hire and directly pay the respite provider themselves and then be reimbursed by the program. If you choose to hire and directly pay someone to perform a service in your home, including but not limited to respite, you are considered that person's employer. This is true whether you pay the person you have hired with money you receive from the Texas Health and Human Services Commission – CSHCN Services Program (Family Support Services), or with other money. As an employer, you will have certain responsibilities and liabilities specified by law. This includes, but is not limited to, payment of federal and state employment taxes and filing the required paperwork with the appropriate agencies. It is your responsibility to learn your legal obligations as an employer and carry them out as the law requires. The CSHCN Services Program cannot advise you on these matters because these laws and policies are administered by federal agencies and other state agencies. To receive information on your responsibilities as an employer, please refer to the agencies listed below.

#### Internal Revenue Service

[www.irs.gov](http://www.irs.gov)

#### Department of Labor

[www.dol.gov](http://www.dol.gov)

#### Texas Workforce Commission

[www.twc.state.tx.us](http://www.twc.state.tx.us)