



UCP of greater Birmingham
101 Oslo Circle
Birmingham, AL 35211
Attention; Sally Herring
205-943-5208



H.E.A.R.T.S. Enrollment Instructions

HEARTS provides respite care and parenting information for families of children with disabilities. Respite care is temporary, short-term relief for caregivers. **Respite funds may not be used for routine childcare expenses.** UCP offers a choice of **two** types of respite care.

1. **Voucher respite** is designed to allow families to choose their own caregivers, offering flexibility of when, where, and how much respite is provided.
2. **Home health respite** is available primarily for families of children requiring specialized care. UCP utilizes home health agencies to provide a nurse or nursing assistant for respite care.

Families will select the appropriate type of respite (**either voucher or home health**) and follow the procedures for accessing that specific service as described below.

Procedures for Voucher Respite

1. Complete the **HEARTS Voucher Respite Enrollment Form** and the **Demographic Data Form** included in this packet and return both forms to the UCP address at the top of this page.
2. Provide a copy of **Proof of child's disability/developmental delay** and mail along with the Enrollment Form and Demographic Data. The appropriate proof may be a letter from a medical doctor that states your child's diagnosis or disability, medical records or other agency paperwork that states a diagnosis or disability. The name on the letter must match the name on the application form.
3. **YOUR REQUEST FOR RESPITE WILL NOT BE PROCESSED UNTIL THE HEARTS OFFICE RECEIVES THE VOUCHER RESPITE ENROLLMENT FORM, DEMOGRAPHIC DATA FORM, AND PROOF OF DISABILITY OR DIAGNOSIS.**
4. Vouchers are available on a quarterly basis (every 3 months) from August until June. Requests for vouchers will be considered on a first-come-first-serve basis and will expire with **no exceptions** at the end of each quarter.
5. **Families must call every quarter in order to re-apply for respite care services.** The following are dates of the respite quarters for this year. (1st Quarter: Aug. 1 - Oct. 31; 2nd Quarter: Nov. 1-Jan 31; 3rd Quarter: Feb. 1-April 30; 4th Quarter: May 1 – June 30). If you do not use all of the respite care money you are allotted, the left over funds will not roll over to

the next quarter. Money not used will be placed back into the total grant funds for the next quarter to be used on a first-come basis again.

6. Upon approval, families will be mailed a **Voucher Respite Approval and Service Report forms**.
7. When you receive this paperwork, you may select, hire, and train a caregiver of your choice and schedule respite care. **Caregivers must be at least 18 years old and not reside in the home with the child/family**. Families may select any rate of pay up to a maximum of \$10.00 per hour.
8. Each time respite is used, you will complete a service report. **To be paid for the respite care used, you must mail your service reports so that they arrive no later than 7 days after the end of the quarter**. These reports must be signed by the respite care provider. All service reports must be mailed to the UCP address on page 1. Service reports may be mailed individually as respite care is used or families may wait and send all service reports at the end of the quarter. Reports received after the deadline may not be reimbursed.
9. When UCP receives the service reports; a check will be mailed (payable to parent/guardian) to the parent/guardian. Parent/Guardians are responsible for paying the selected caregiver.

Procedures for Home Health Respite

1. Complete the **HEARTS Home Health Respite Enrollment Form** and the **Demographic Data Form** included in this packet and return both forms to the UCP address at the top of Page 1.
2. Provide a copy of **Proof of child's disability/developmental delay** and mail along with the Enrollment and Demographic forms. The appropriate proof may be a letter from a medical doctor that states your child's diagnosis or disability, medical records or other agency paperwork that states a diagnosis or disability. The name on the letter must match the name on the application form.
3. Your request will not be processed until the HEARTS office receives your Home Health Respite Enrollment Form, Demographic Data form and Proof of Disability or Diagnosis.
4. Vouchers are available on a quarter basis (every 3 months) from August until June. Requests for vouchers will be considered on a first-come-first-serve basis and will expire with **no exceptions** at the end of each quarter.
5. For **Home Health Respite Services**, call UCP to request specific dates and times for Home Health Respite Services. Approval is valid only for requested date(s) of service
6. After you have identified a Home Health Agency, UCP will send approval for respite to the Agency.
7. The family will schedule respite directly with the Home Health Agency.
8. After the respite service is provided, the Agency mails a bill to UCP, and payment is made to the Agency.
9. Families must call each quarter to re-apply. Quarter dates are the same as voucher respite services. (see Procedures for Voucher Respite #5.)