



DEPARTMENT OF COMMUNITY SERVICES

Services for Persons with Disabilities

Direct Family Support Policy

Effective: July 28, 2006



Building strong, healthy communities together

Table of Contents

Section 1.	Introduction	Page 2
Section 2.	Eligibility for Children and Adults in DFS	Page 10
Section 3.	DFS Funding	Page 16

Program Policy:	Services for Persons with Disabilities	
Chapter __ 8 __:	Direct Family Support Program	
Section ____ 1 ____:	Introduction	
Effective: 28/07/06	Authorized by: Marian F. Tyson, Deputy Minister	Page 1 of 8
Revised:		

1.0 POLICY STATEMENT

The Direct Family Support Program (DFS) is one program within the continuum of supports and services provided by the Services for Persons with Disabilities (SPD) Program. The DFS Program provides supports and services to both children and adults with disabilities who live at home with their families.

1.1 The intent of the Direct Family Support Program is to support and provide funding to eligible families to enable them to support their family member with a disability at home.

1.2 The purpose of the program is to support and maintain the integrity of families of children and adults assessed as appropriate and eligible for the DFS Program, and:

- to enable individuals with disabilities to live at home;
- to maximize family supports and community participation;
- to prevent and / or delay the need for an out of home placement; and
- to establish a smooth and seamless transition between children’s and adult’s supports and services.

1.3 The DFS Program provides funding for the purchase of respite services to assist with scheduled breaks for family care givers and is not intended to provide for full time in-home support, or to compensate care givers for supporting their family member with a disability.

1.4 There are two components within the DFS Program: Direct Family Support for Children (DSFC) and Direct Family Support for Adults (DFSA). The DFSC component recognizes that families have a responsibility to provide for their children. The DFSC Program offers funding to support assessed unmet needs associated with the child’s disability, such as respite, medications, transportation to medical related appointments, and equipment.

The DFSA component recognizes that families supporting an adult with a disability have different responsibilities and unmet support needs. Therefore, the Individual and their family may be entitled to receive funding for assessed unmet needs which may include shelter, food, clothing, prescriptions, transportation, a comforts (personal use) allowance, and other approved items included in the SPD policy and procedures.

2. DEFINITIONS

2.1 For the purposes of the DFS Program the following definitions apply to all the policies contained within this chapter.

2.2 Activities of Daily Living

Refers to basic, routine personal care activities that are essential to self-care such as bathing, continence, dressing, grooming, eating, toileting and mobility. For DFSC, the activities for daily living are what is considered to be age appropriate.

2.3 Applicant

A person who applies for funding, supports, and services from the Services for Persons with Disabilities Program.

2.4 Approved Budget

A financial plan that details the funds allocated and approved for certain expenditures, and that have received the appropriate supervisory approval.

2.5 Assessment

A process of collecting information using a consistent methodology in order to determine if an Applicant / Individual, is eligible for funding, supports and services from the SPD / DFS Program. Assessment also assists SPD staff in making informed decisions by identifying assessed unmet needs and lays the foundation for identifying appropriate corresponding supports and services.

2.6 Assessed Unmet Needs

Needs identified through an individual functional assessment for which the Individual requires supports and services which are offered through the SPD Program.

2.7 Assistance

Assistance means the provision of money, goods, and services to an Individual, specifically respite support and services, excluding those available through private insurance and / or any other federal, provincial or community resources.

2.8 Budget Deficit

When an Applicant / Individual's total allowable expenses exceed their total chargeable income.

2.9 Care Coordinator

A Department of Community Services / SPD employee responsible for financial and functional assessments, case planning and case management.

2.10 Casework Supervisor / Senior Caseworker

A Department of Community Services employee who, among other duties is responsible for overseeing the work and decisions made by a Care Coordinator.

2.11 Continuum of Supports and Services

A mix of program and support options available through SPD for persons with disabilities. This continuum includes in-home, residential and day program supports and services.

2.12 Day Program

Daytime activities that may occur in facility-based settings and / or the community with a view to providing pre-vocational, or vocational training, and / or supported employment for persons with disabilities. Some programs may also offer recreational and leisure opportunities.

2.13 Disability

A severe and persistent restriction or impairment that results in an inability to perform an activity within the range considered normal for someone of the same age, gender and culture. It describes a functional limitation (versus a diagnosis) and is ongoing in nature:

- i) **Acquired Brain Injury (ABI)** - Damage to the brain that may result in a range of physical, cognitive and behavioral problems, as well as problems which are emotional, social, educational or vocational in nature.

- ii) **Developmental Disability** - A disorder characterized by substantial impairment in several key areas of development: i.e. social interaction, communication, behavioural presentation.
- iii) **Intellectual Disability** - A significantly lower than average intellectual functioning that is accompanied by limitations in adaptive functioning in at least two skills of life domains, such as: communication, self-care, social / interpersonal, use of community resources, mobility, functional academic skills, behavioural presentation. There are four degrees of severity:
 - Mild: IQ - 50 to 70
 - Moderate: IQ - 39 to 55
 - Severe: IQ - 20 to 40
 - Profound: IQ - 20 to 25
- iv) **Long Term Mental Illness** - A persistent alteration in a person's thinking, feeling or behaviour which creates difficulties in functioning normally, socially or at leisure; examples include schizophrenia, chronic mood disorders.
- v) **Physical Disability** - A significant ongoing physical limitation that substantially limits independence and requires ongoing supervision, support, or skills development.

2.14 Direct Family Support Program Coordinator

Provincial program coordinator for the DFS Program.

2.15 Eligibility

The determination of whether Applicants / Individuals meet the SPD / DFS Program criteria to receive supports and services.

2.16 Eligible Individual

Refer to definition for Individual.

2.17 Functional Assessment

The determination of the physical, social, recreational, and / or vocational level of functioning of a specific Individual that yields a clear and complete profile of an Individual's strengths and needs and assists in identifying assessed unmet needs and goals. The information is collected from a variety of sources including the Individual, direct observation and collateral contacts.

2.18 Independent / Independence

The degree to which Individuals are able to manage their own personal care activities, home and community activities.

2.19 Individual

A person with a disability who has undergone a financial and functional assessment, is determined eligible for the SPD / DFS Program, and receives supports and services offered through the SPD / DFS Program.

2.20 Individual Support Plan (ISP)

A document that integrates and documents all supports and services the Individual may receive. The ISP identifies the assessed unmet needs, related goals, and objectives required for meeting the person's preferences, choices, and desired outcomes. The Individual Support Plan is developed by the Care Coordinator, with full participation of the Individual, their family and / or person acting on their behalf, any service providers, and others as appropriate.

2.21 Instrumental Activities of Daily Living (IADL)

More complex functions than basic self-care activities of daily living. IADLs include using the telephone, making and keeping appointments, handling money, budgeting, managing medication, shopping, using transportation, moving about in the community, maintaining a household, working, preparing meals, laundry, housekeeping, working, and participating in leisure and recreational activities.

2.22 Person acting on their behalf

Refers to:

- (i) any person who acts on the Individual's behalf when the Individual has given written permission;
- (ii) the Individual's legal guardian; or
- (iii) a person with general enduring power of attorney for the Individual.

2.23 Personal Support Network

A personal support network is made up of individuals such as doctor(s), therapist(s), members of the community, family, and friends that are involved or support the Individual with different parts of their life.

2.24 Re-assessment / Review

A second or subsequent assessment of an Individual and / or their circumstances. Re-assessments identify an Individual's strengths and needs. Re-assessments are typically performed annually and / or in response to changes in circumstances and / or in order to identify changes in needs and / or resources.

2.25 Respite

Respite is the relief provided to the parent, family, guardian of an individual with a disability, for a specific period of time. The main function of respite is to provide the Individual with a positive and rewarding experience while at the same time providing the primary care giver with a break from care and the supervision of their family member with a disability.

2.26 Services for Persons with Disabilities (SDP) Policy means the Community Supports for Adults Policy Manual, its amendments and additions, and any successor policies and procedures

2.27 Services for Persons with Disabilities (SPD) Specialist

A Department of Community Services, SPD employee responsible for regional delivery of SPD Programs.

2.28 Support and Services

In the Direct Family Support Program this is often provided by funding to purchase respite services.

2.29 Transfer

Transfers between SPD program options.

2.30 Transition

Discharge from a SPD Program.

3. POLICY OBJECTIVE

The objective of this policy is to provide SPD staff, Applicants, participants and their families in the DFS Program, with an introduction to the DFS Program and policies.

4. APPLICATION

- 4.1 For the purposes of the DFS Program the following application statement applies to all the policies contained within this chapter.
- 4.2 All of the policies contained within this Chapter apply to all SPD Staff, Applicants, Individuals and their families or person acting on their behalf participating in the DFS Program.

5. ACCOUNTABILITY

- 5.1 For the purposes of the DFS Program the following accountability statement applies to all the policies contained within this chapter.
- 5.2 All SPD Staff, Applicants, Individuals and their families or person acting on their behalf are responsible for complying with this policy and general SPD Policy.
- 5.3 Casework Supervisors / Senior Caseworkers and District Managers are responsible for the fair and consistent application of the policies, related guidelines, and procedures as a part of case management supervision duties and responsibilities.
- 5.4 The Regional Administrator, SPD Specialist, and the DFS Program Coordinator are responsible for ensuring the policy is effective in enabling SPD Staff to deliver the DFS Program in an efficient and cost-effective manner.
- 5.5 The SPD Division, in consultation with the Regional Management team, is responsible for ensuring that the SPD Staff have access to appropriate training.

6. MONITORING

- 6.1 For the purposes of the DFS Program the following monitoring statements apply to all the policies contained within this chapter.
- 6.2 The SPD Division is responsible for ensuring that an effective ongoing review and periodic evaluation is in place to determine that the DFS Program is meeting its objectives.

6.4 The Deputy Minister, Assistant Deputy Minister, and Senior Management are responsible for monitoring the effectiveness and consistent application of this policy.

Program Policy:	Services for Persons with Disabilities	
Chapter ___8___:	Direct Family Support Program	
Section ___2___:	Eligibility for Children and Adults in DFS	
Effective: 28/07/06	Authorized by: Marian F. Tyson, Deputy Minister	Page 1 of 6
Revised:		

1. POLICY STATEMENT

- 1.1 The provision and level of funding for individuals with disabilities and their families is subject to a determination of their eligibility.
- 1.2 The Direct Family Support for Children (DFSC) Program recognizes that families have a responsibility to care for their children. The program offers support and financial assistance with assessed unmet needs associated with their child's disability.
- 1.3 The Direct Family Support for Adults (DFSA) Program may make funding available for items of basic requirement and items of special requirement such as a comforts (personal use) allowance and assistance to purchase respite services as outlined in SPD policy and procedures.

2. DEFINITIONS

Refer to Chapter 8, Section 1: Introduction: 2.1 - 2.30.

3. POLICY OBJECTIVE

To establish a standardized process for obtaining relevant information to support the DFS Program application, initial and ongoing eligibility for the DFS Program.

4. APPLICATION

Refer to Chapter 8, Section 1: Introduction 4.1 - 4.2

5. POLICY DIRECTIVES

5.1 Direct Family Support for Children (DFSC) Program - Eligibility

5.1.1 Families applying for DFSC Program support will be advised that their eligibility will be determined through a standardized assessment process which considers both the level of support the child requires and the family income.

5.1.2 The DFSC Program is an income tested program based on the net family income.

5.2 Eligibility Criteria - Direct Family Support for Children (DFSC) Program

5.2.1 To be eligible for the DFSC Program the application and / or assessment process must identify and determine that the child / family meet the following criteria:

- the family and child are permanent residents of Nova Scotia;
- the child is under 19 years of age;
- the child is living in the home of a family member / guardian of the child; and
- the child has been diagnosed by an approved clinician as having a mild or moderate intellectual disability with a significant behavioural challenge that has been documented within the last two years;
- the child has been diagnosed by an approved clinician as having a severe intellectual disability that has been documented within the last two years;
- the child has a significant physical disability with ongoing functional limitations that are a result of the disability and which seriously limits their capacity to perform age appropriate activities of daily living as determined by an approved clinician;
- the family meets the DFSC Program income guidelines; and
- the family agrees to participate in the assessment process.

5.3 Ineligibility - Direct Family Support for Children (DFSC) Program

5.3.1 An Applicant / child and their family is otherwise ineligible for the DFSC Program when the application and / or assessment process identifies any of the following criteria:

- the child is in the care of the Minister;
- the child's family is in receipt of services through the subsidized adoption program of the Department of Community Services (DCS);
- the family income exceeds financial eligibility criteria;
- the child has not been diagnosed by an approved clinician as having a mild or moderate intellectual disability with a significant behavioral challenge that has been documented within the last two years;
- the child has not been diagnosed by an approved clinician as having a severe intellectual disability that has been documented within the last two years;
- the child does not have a significant physical disability with ongoing functional limitations that are a result of the disability and which seriously limits their capacity to carry out activities of normal living;
- the child is able to carry out activities of normal living;
- the child and family are First Nations Canadians and live in a First Nation's community and they are eligible for funding through the Department of Indian and Northern Affairs Canada;
- the child is assessed as requiring ongoing Type II nursing care; and
- the child or child's family do not agree to participate in the assessment process.

5.4 Eligibility - Direct Family Support for Adults (DFSA) Program

5.4.1 To be eligible for the DFSA Program the application and / or assessment process must identify and determine that the Applicant / Individual and their family meet the following criteria:

- the Applicant and their family are permanent residents of Nova Scotia;
- the Applicant is 19 or over and under 65 years of age;
- the Applicant is residing in the home of a family member or guardian;
- the Applicant has a medical diagnosis of one or more of the following: intellectual disability, long term mental illness, or physical disability;
- the Applicant and family have unmet needs as identified through the assessment process;
- the Applicant meets the financial eligibility criteria as outline in SPD policy and procedures;
- the Applicant and their family agree to participate in the assessment process as outlined in SPD policy and procedures.

5.5 Ineligibility - Direct Family Support for Adults (DFSA) Program

5.5.1 An Applicant / Individual is otherwise ineligible for the DFSA Program when the application and / or assessment process identifies any of the following criteria:

- the Applicant and their family are not permanent residents of Nova Scotia;
- the Applicant is over 65 years of age;
- the Applicant does not reside in the home of a family member or guardian;
- the Applicant does not have a medical diagnosis and functional assessment of one or more of the following: intellectual disability, long term mental illness, or physical disability;
- the Applicant and family have no unmet needs as identified through the assessment process;
- the Applicant does not meet the financial eligibility criteria as outlined in SPD policy and procedures;
- the Applicant and their family refuse to participate in the assessment process as outlined in SPD policy and procedures.

5.6 DFS Program Initial and Ongoing Eligibility

5.6.1 There are four steps involved in determining initial and ongoing eligibility for the DFS Program. These are:

- initial screening / application;
- review of the Applicant's information;
- DFS Applicant / Individual and family assessment, which includes financial and functional assessments; and
- annual reviews to assess and determine ongoing DFS Program eligibility.

5.6.2 Individuals and their families shall re-establish DFS Program eligibility for funding support on an ongoing basis, at least annually, or as circumstances warrant.

5.7 Reporting Changes in Circumstances

5.7.1 Individuals and / or their family are required to report to the Care Coordinator any changes in circumstances, financial and / or personal, which may affect their ongoing eligibility or level of required support from the DFS Program.

5.7.2 The Care Coordinator shall:

- advise the Individual and family, at the time of approval, of their responsibility to report any changes in circumstances that may affect ongoing eligibility or changes to support funding; and
- complete the assessment process and update the Individual Support Plan to determine ongoing eligibility.

5.8 DFS Ongoing Reviews and Supports

5.8.1 The Care Coordinator shall review an Individual's circumstances using a comprehensive assessment process, to determine ongoing eligibility for the DFS / SPD Program. The review shall involve updating appropriate documents, when circumstances warrant. These reviews shall be conducted and documented at the following intervals:

- annually, or
- more often when circumstances warrant.

5.8.2 The review shall involve the Individual, their family, and significant others such as medical and clinical support teams, adult service centre and day program personnel, as appropriate.

5.8.3 The Care Coordinator is responsible for ensuring that written documentation reflects completed reviews and changes, as appropriate.

5.9 Transfer and Transition

5.9.1 When an Individual's circumstances have been reviewed and it is determined that the Individual requires a change in their supports which cannot be provided in the DFS Program, the Individual shall be provided assistance to secure an alternate residential setting which meets those needs.

5.9.2 When an Individual requires a transfer to an alternate residential setting, SPD Staff shall provide support planning for these transfers. The transfer plans shall be discussed and developed in cooperation with the Individual, family, and their personal support network when appropriate, and will follow SPD policy.

5.9.3 When an Individual has been assessed and determined ineligible for DFS and SPD Programs, SPD Staff shall follow SPD policy regarding planning and transitions.

6. ACCOUNTABILITY

Refer to Chapter 8, Section 1: Introduction 5.1 - 5.5.

7. MONITORING

Refer to Chapter 8, Section 1: Introduction 6.1 - 6.3.

9 APPENDICES

Application Package - Direct Family Support for Children

Application Package - Direct Family Support for Adults

DFSC & DFSA Support Assessment Tool

Application denial letter

Form VIII

Program Policy:	Services for Persons with Disabilities	
Chapter ___ 8 ___:	Direct Family Support Program	
Section ___ 3 ___:	DFS Funding	
Effective: 28/07/06 Revised:	Authorized by: Marian F. Tyson, Deputy Minister	Page 1 of 7

1. POLICY STATEMENT

To establish a standardized approach for determining financial eligibility and assistance for Individuals in the DFS Program.

2. DEFINITIONS

Refer to Chapter 8, Section 1: Introduction: 2.1 -2.30.

3. POLICY OBJECTIVE

To ensure financial resources are used efficiently and effectively to provide appropriate supports and services to eligible Individuals.

4. APPLICATION

Refer to Chapter 8, Section 1: Introduction 4.1 - 4.2

5. POLICY DIRECTIVES AND PROCEDURES

5.1 DFS Financial Assessment

5.1.1 The level of funding provided to participants in the DFS Program for the purchase of respite services is determined using an assessment process. The Care Coordinator uses a standardized assessment process to identify the Individual and family’s unmet respite needs and recommends the appropriate amount of respite funding.

5.2 Direct Family Support for Children

5.2.1 Funding shall be provided for:

- respite according to the Individual needs of the family and the findings of the Support Assessment Tool for Children;
- personal care supplies and medications related to the child's disabilities, ie., diapers for children over four years of age;
- assistance with transportation to medical related appointments;
- equipment items, providing the request is accompanied by an assessment and recommendation by the appropriate professional, i.e., occupational therapist, physiotherapist, doctor, refer to definition of equipment items;
- summer respite; and
- child care costs for a child over 12 years old.

5.2.2 Approvals required for items of special requirement in the DFSC Program are approved as per SPD Policy.

5.3 Direct Family Support For Adults

5.3.1 The Care Coordinator shall determine an Applicant's funding eligibility in the DFS Program by conducting a financial assessment in accordance with SPD policy. As assessments are done for each Individual the provision of assistance, to the Individual will not be identical in all cases.

5.3.2 In conducting a financial assessment the Care Coordinator shall

- follow SPD policy regarding financial eligibility and budget development
- ensure assistance does not exceed the rates and allowances provided by **SPD policy**;
- develop a budget for the Individual using the assistance provided for by SPD policy and this Policy, and in the event that one contradicts the other this Policy shall be followed.

5.3.3 In the DFSA Program, Individuals and their families shall receive funding to purchase respite services. In addition, Individuals in the DFSA Program are also eligible to receive funding for assessed unmet needs which may include funding for room and board, food, clothing, prescriptions, transportation, a comforts (personal use) allowance, and other approved items included in the SPD policy and procedures.

5.3.4 When the Applicant has been determined eligible for the DFSA Program, and if the DFSA Program funding is not available in the fiscal year in which service is requested, the Applicant's name shall be placed on a wait list, upon their request.

5.4 Respite Approval Levels

5.4.1 Respite funding is determined through the assessment of the Individual's and family's circumstances; as a result, the authorization for funding varies but shall not normally exceed \$2200.00 per month. Refer to 6.3 of this section for Exceptional Circumstances for Funding over \$2200.

5.4.2 Funding for respite is based on the assessed level of support for the Individual and the family's unmet needs. It is intended to give the family scheduled breaks from care giving and does not allow for 24 hour support.

5.4.3 All requests must have supporting documents which validate the requests. Funding approvals must be within available DFS Program resources and with DFS Program funding levels.

5.5 Family Responsibilities for Use of Respite Funding

5.5.1 Families participating in the DFS Program are responsible for ensuring that respite funding is used appropriately and that the respite provider(s):

- is knowledgeable about the Individual's support needs;
- is mature and responsible;
- has the required skills, knowledge and information to support the Individual;
- is comfortable with all the Individual's support needs; and
- is not a family member.

5.5.2 Families participating in the DFS Program shall contact the Care Coordinator and advise them when:

- they are unable to locate respite workers, and / or
- they are not utilizing the full amount of the approved respite funding.

5.5.3 The Care Coordinator shall provide information related to finding respite providers to families participating in the DFS Program when, families indicate they are not able to locate their own.

5.6 Summer Respite - DFSC

5.6.1 Summer Respite funding is available to families participating in the DFSC Program to enable and provide children with the opportunity to participate in structured out-of-home summer activities.

5.6.2 Families are eligible for Summer Respite funding when:

- they have submitted a formal request for Summer Respite funding,
- they have enrolled, or agree to enroll, their child in a structured out-of-home summer activity, and
- they have verified, or can verify, the child's participation by providing receipts.

5.6.3 The amount of Summer Respite funding approved is subject to the child's age and the actual cost of the structured out-of-home activity.

5.6.4 The Care Coordinator shall:

- determine the appropriate level of funding based on the age of the child;
- advise the family of the requirement to provide receipts;
- review the receipts;
- follow up with the family if they did not comply;
- advise the family that future summer respite will not be considered if appropriate documentation is not provided.

5.6.5 The level of funding for summer respite for a child age 12 or under, is a maximum of \$500.00.

5.6.6 The level of funding for summer respite for a child aged 13 to 19, is up to \$1000.00 for summer respite providing they are in a structured activity.

5.7 Joint DCS and Department of Health Funding Arrangements

5.7.1 There are circumstances when services from both DCS and the Department of Health (DOH) are provided to an Individual.

5.7.2 In these circumstances the Care Coordinator shall:

- identify the sources of funding and services available through the DOH;

- ensure the Release of Information has been signed:
- contact the Department of Health Care Coordinator to determine the type and level of service and the amount of funding provided;
- ensure no duplication of supports and services in the funding with the Department of Health; and
- determine if this is an exceptional circumstance which will require special authorization. Refer to Section 6.3 of this section.

5.8 Hospitalization or Absent from Home

5.8.1 The Care Coordinator shall ensure there is no disruption in monthly funding when an Individual is temporarily, less than 30 days, absent from the home, for purposes of vacation, visiting family, and hospitalization, as per SPD policy.

5.8.2 The Care Coordinator shall seek approval from the Casework Supervisor / Senior Caseworker to continue to provide assistance under the DFS Program, as required, during absences beyond 30 days, when there is confirmation that the Individual is returning to their home and the return date is known.

6.0 POLICY GUIDELINES

6.1 Exceptional Circumstances - Respite Funding for Family Members

6.1.1 In exceptional circumstances an Individual's family member may be paid for providing respite services when:

- the Individual's behaviour can only be managed by the family member;
- the Individual requires a medical intervention that only the family member is able to provide; and
- efforts to find respite providers, other than the family member, have been clearly demonstrated but unsuccessful.

6.1.2 In these circumstances respite must not replace or create an employment opportunity for the identified family member.

6.2 Child Care After School Funding for DFSC

6.2.1 Child care funding may be provided when the child is over the age of 12 and requires support and supervision prior to and after school hours due to the family's work schedule.

6.2.2 This is not to replace the school or day time program.

6.3 Exceptional Circumstances for Respite Funding over \$2200.00

6.3.1 It is recognized that in certain situations the assessed unmet needs of the family in the DFS Program may determine that additional support funding is required on an ongoing basis to enable the family unit to remain intact.

6.3.2 The following criteria will be considered when assessing, identifying and approving instances of exceptional circumstances where respite funding above \$2200.00 per month is necessary:

- an Individual has extraordinary support needs to the extent that they are reliant on others for all aspects of their support;
- an Individual has extreme behaviours that result in high levels of stress within the family unit;
- there is no appropriate day program for an adult Individual due to behaviour or health related issues;
- a single care giver has sole responsibility for supporting the family member with a disability; and
- in those cases where there may be end of life issues for either the Individual or the care giver.

6.4 Guideline: Extraordinary Circumstances Additional Short-term Respite

6.4.1 It is recognized that in certain situations the assessed unmet needs of the family in the DFS Program may increase. Additional support funding may be required on a temporary basis.

6.4.2 Temporary respite funding may be considered when:

- the care giver is sick, recovering from surgery, or otherwise unable to continue regular support responsibilities;
- a family emergency, i.e. death in the family, requires the family to be unavailable for regular support responsibilities;
- a short-term deterioration in the mental or physical health of the care giver or Individual;
- the family and / or Individual are experiencing unusual short-term distress.

6.4.3 This approval may be granted at the Casework Supervisor / Senior Caseworker and District Manager level as per the Authorization of Special Requirement schedule.

6.4.4 Additional temporary respite funding is authorized on a time limited basis and is subject to review. The DFS Authorization form shall be completed and signed by the appropriate level of authorization.

7. ACCOUNTABILITY

Refer to Chapter 8, Section 1: Introduction 5.1 - 5.5.

8. MONITORING

Refer to Chapter 8, Section 1: Introduction 6.1 - 6.3.

9. APPENDICES

DFS Authorization Form
Authorization of Items of Special Requirement schedule
Respite Approval Levels Schedule