



To: Whom it May Concern
Subject: Respite Application

Enclosed please find an application for Respite Services. Please be sure to complete the following forms:

❖ The Arc of Baltimore Application for Services

❖ Documentation of Developmental Disability
Please send a copy of one of the following:

1. Physical Exam
2. Psychological Documentation
3. IEP (Only if it includes a diagnosis)
4. Professional Report that lists the diagnosis

❖ Income Eligibility Form

For individuals 18 and over, please send copies of the following:

1. Copy of Award Letter from Social Security stating amount of benefits
2. Copy of Pay Stubs for 1 month if the individual is employed

For individuals under 18, please send copies of the following:

1. Copy of Award Letter from Social Security stating amount of benefits
2. Copies of Pay Stubs for all employed family members living in the home

❖ Authorization to Release/Obtain Information

❖ Signed Informed Consent Form

Once we receive the application, we will send you a letter notifying you of the status of your application and the process for accessing Respite Care.



Your contact person for Baltimore City and Baltimore County is:

- ◆ Dianna D. Morgan at 410-296-2272 ext. 5347 Fax: 410-296-4285
- ◆ If you cannot reach someone to assist you, please contact the Respite Department at: 410-296-7667



Advocacy, resources and community for people with developmental disabilities
7215 York Road/Baltimore, Maryland 21212-4499/ (410) 296-2272 / Fax (410) 296-2394 / TTY (410) 296-6372
www.arcofbaltimore.org

What is the purpose?

The purpose of Respite Care is to provide a period of rest and renewal so that caregivers can take a break from their routine responsibilities. It provides an opportunity for families to have time to themselves, time to spend with other children, and/or time to take care of their own needs. It may also be used for emergency situations, such as hospitalization.

Who is eligible for Respite Care?

Families are eligible if they reside in Baltimore City and Baltimore County and support an individual with a developmental disability. Persons who reside in supervised situations such as a group home or community living arrangement are not eligible.

Who provides these services?

Families are encouraged to find their own caregiver. Families and the individual are generally more comfortable with people they know. If families have no one, The Arc can provide names of persons, who have been screened, that the family can interview and select. This is a private arrangement between the family and the caregiver. The caregiver can be a friend or relative. The caregiver may not live in the same house as the person for whom the respite is provided. Payment is made to the family.

Where is the respite provided?

Typically the respite would be provided in the home. This causes the least disruption to the routine of the individual. There are occasions when this is not desirable. In those cases the respite can be in the provider's home.

What is the amount of subsidy families can be given to pay the worker?

The amount is income based. It is based on a sliding scale. The maximum amount is \$75.00 per day for Level I. Individuals considered at Level II, meaning requires the care of a nurse, will be reimbursed at a rate of \$25.00 per hour or a maximum of \$250.00 per day. In order to be reimbursed at this rate we must have a statement from the doctor stating that the individual receiving care does need licensed nursing care that requires G tube feedings, tracheostomy care, ostomy care, injections, etc. The doctor will need to describe the specific needs the person has. We will maintain this on file and ask this be updated yearly. Upon receipt of the time sheet, we will verify through the Board of Nursing that the person providing care is licensed by The State of Maryland. Should you decide to use a non-licensed family member or friend whom you have trained and feel comfortable with, we will reimburse you at the regular rate of \$7.50 per hour up to a maximum of \$75.00 per day.

If two or more individuals live in the same home, the first is paid the full determined amount and the others are paid at 50% of that amount.

How many days of respite are available per person?

This program is first come, first served. Funds are limited. Currently 7 days or 70 hours a year is the maximum a family can receive. The year begins July 1 and ends June 30.

When will the subsidy be given to the family?

You will be reimbursed the 4th Friday of the following month after the service is provided. For example, if services are provided on January 15th, payment will be made the 4th Friday of February. When you request respite please remember to request a timesheet. This must be signed by the family member **and** the respite provider.

How often will the family need to apply?

There is a one time application. However, once an applicant is determined to be eligible for services, a redetermination form is required every 12 months. This is sent to the family and if it is not returned an applicant is determined ineligible.



Application for Services

(Please Print or Type)

Date of Application: _____

Check program(s) for which application is being submitted. Please print clearly when completing the application. If applying for Respite Care, please include **ALL** documentation requested.

ADULT SERVICES

- Community Employment
- Community Living
- Medical Day Care
- Individual Support Services
- Information Referral and Advocacy
- Respite Care

CHILDREN SERVICES

- Respite Care
- In-Home Supports for Children
- Information Referral and Advocacy

APPLICANT'S GENERAL INFORMATION

Name: _____
Last First Middle

Date of Birth: ____/____/____ Place of Birth: _____

Current Address: _____
Street City State Zip # of years

Permanent Address: _____
Street City State Zip # of years

Do you live in Baltimore City or Baltimore County if other, please specify: _____

Telephone #: _____

Social Security #: _____ Type of Income/Amount: _____

Medical Assistance #: _____ Medicare #: _____

Other Health Insurance: _____ Prescription Coverage: _____

Does Applicant have a Service Coordinator? _____
Name Phone #

PARENT/GUARDIAN/CAREGIVER INFORMATION

Name: _____ Relationship to Applicant: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Cell Phone Number: _____

E-Mail Address: _____

May we send you information via e-mail? _____



APPLICANT'S LIVING SITUATION – Please include names

Parents: _____ Guardian or Relatives: _____

Foster Home: _____ Other: _____

Address: _____

Phone Number: _____ Legal Guardian: _____

Date Guardianship was attained: _____ Number of occupants living in the home: _____

Type of Guardianship (Check whichever applies):

- Full Property Limited Medical Person

FAMILY INFORMATION

FATHER		MOTHER	
Name:		Name:	
Birth Date:		Birth Date:	
Address:		Address:	
Home Phone:		Home Phone:	
Occupation:		Occupation:	
Work Phone:		Work Phone:	
Work Address:		Work Address:	
Social Security #:		Social Security #:	
Living/Deceased If deceased, date:		Living/Deceased If deceased, date:	
Place of Birth:		Place of Birth:	
Marital Status:		Marital Status:	

BROTHERS AND SISTERS (Use additional paper if necessary):

NAME	BIRTH DATE	PHONE #	ADDRESS	OCCUPATION

OTHER FAMILY MEMBERS LIVING IN THE HOME (Use additional paper if necessary):

NAME	BIRTH DATE	RELATION TO APPLICANT	PHONE #	OCCUPATION

EMERGENCY CONTACT: (Other than Parent/Guardian/Caregiver)

Name: _____ Relationship to applicant: _____

Address: _____ Phone Number: _____

APPLICANT'S FINANCIAL INFORMATION (If applying for Respite, do not complete this section)

SSI Claim #: _____ SSI Amount: _____

SSA Claim #: _____ SSA Amount: _____

Name of wage earner: _____

Name of Representative Payee: _____

V.A. Claim #: _____ V.A. Benefit Amount: _____

Name of Veteran: _____

Railroad Retirement Claim Number: _____

Name of Wage earner: _____ Life Insurance Coverage: _____

Burial Plot location: _____

Estimated value: _____ Type of Burial Plan: _____

Other sources of Applicant's Income: _____

Applicant's Bank Account: _____ Bank Name: _____

Any property in applicant's name (give location and value): _____

Trust Fund: YES NO Type: _____

If yes, give name and address of trustee: _____

* * * * *

PLEASE COMPLETE IF APPLYING FOR RESPITE SERVICES:

Applicant's place of employment (name and address): _____

Applicant's monthly earnings from employment: _____

MEDICAL INFORMATION

A. Applicant's primary health care provider/physician: _____

Address: _____

Phone Number: _____ Date of last physical exam: _____

Examined by: _____ Address: _____

Hospital familiar with applicant (if any): _____

B. Diagnosis

Primary: _____

Secondary: _____

Tertiary: _____

Age of Onset: _____

C. List any medication(s) taken by applicant

MEDICATION	DOSAGE	REASON

D. History of Hospitalizations

DATE	REASON	HOSPITAL	PHYSICIAN

E. Seizures

1. Does the applicant have seizures? YES NO
2. Frequency: Daily Weekly At least once a month Every few months
3. Type of seizures: _____
4. Are seizures controlled by medication? YES NO

F. Applicant's Mobility

- Walks independently Uses cane Uses crutches Uses walker
 Uses wheelchair YES NO Manual Electric Self propelled

G. Vision

1. Any vision impairment: YES NO
2. Does applicant wear glasses or contact lenses? _____
3. Date of last eye exam: _____ Legally Blind: YES NO

H. Hearing

1. Does applicant have a hearing problem? YES NO
2. Does applicant wear a hearing aid: YES NO
3. Date of last hearing exam: _____ Deaf: YES NO

I. Dental

1. Date of last dental exam: _____ Dentures: YES NO
2. Brief description of any dental problem(s): _____

J. Equipment Needed

Hoyer Lift Bed Rails Need for oxygen? Other adaptive / special equipment_____

K. Allergies (bee stings, drugs, dust, mold, food, etc.)

Does applicant have any other medical problems not listed?

Diet (chopped food, tube fed, finger foods etc.)_____

SPEECH AND LANGUAGE INFORMATION

1. Does applicant have a speech / language impairment: YES NO

2. Is applicant verbal? YES NO

3. Has applicant had a speech/language assessment? YES NO

4. Assessment done by:_____

5. Means of communication:

Speech Sign Language Gestures Communication Board

MENTAL HEALTH

1. Does applicant have a history of mental health treatment, alcohol or substance abuse? YES NO

List previous treatment and dates:

DATE	TREATMENT CENTER	IN-PATIENT OR OUT-PATENT	PHYSICIAN/COUNSELOR

2. Is the applicant currently in treatment? YES NO

3. Name of psychiatrist/counselor:_____

4. Diagnosis:_____

PSYCHOLOGICAL INFORMATION

A. Date of last psychological evaluation: _____

Performed by: _____

Address: _____

Diagnosis: _____

B. Does applicant have a history of behavioral problems? YES NO

(If so, describe the problem using the chart below).

BEHAVIOR	FREQUENCY	SEVERITY	INTERVENTION

C. Has the applicant ever been convicted of a crime? YES NO

Provide details: _____

D. Is any other family member diagnosed as having a disability? YES NO

Describe: _____

BACKGROUND INFORMATION

NAME OF SCHOOLS ATTENDED	COMPLETE ADDRESS	DATE

Contact person: _____

ADULT PROGRAMS ATTENDED	COMPLETE ADDRESS	DATE

Contact person: _____

VOCATIONAL TRAININGS OR EVALUATION	COMPLETE ADDRESS	DATE

Contact person: _____

SKILLS CHECKLIST

A. Is applicant independent in personal self-care skills? YES NO
(e.g. bathing, dressing, feeding, toileting)

Type of assistance needed with toileting: _____

Does (s)he prefer a bath or a shower? _____

B. Can applicant self medicate? YES NO

C. Can applicant cross streets? Independently With Assistance No

D. Can applicant use mass transit? Independently With Assistance No

E. Is applicant capable of remaining at home unsupervised? Yes No

If yes, how long? _____

F. Can applicant read? No Yes What level? _____

G. Does applicant sleep through the night? YES NO

H. What time does the applicant usually go to bed? _____

I. What time does the applicant get up in the morning? _____

J. What does the applicant like to do in his/her free time? _____

K. Please provide a brief description of the applicant's daily routine. _____

Has applicant received or is receiving any type of services or financial assistance from The Arc of Baltimore or any other agency? (i.e. Rolling Access, Respite Services, In-Home Support, Foster Care etc..) ___ Yes ___ No

If yes, please list agency / agencies and explain in detail

SIGNATURES

Signature of parent/guardian (if applicable)

Date

Signature of parent/guardian (if at least 18 years old)

Date

Signature of person completing this form

Date

The Arc of Baltimore provides services and operates its facilities without discrimination on the basis of race, color, national origin, religion, political affiliation, marital status, age, sex or disability. The following information is useful for statistical purposes only; completion of this portion of this application is voluntary.

Religion: _____

Ethnic Identification (check as applicable):

Black Caucasian Hispanic Native American Asian

Other _____

U.S. Citizen? Yes No Sex: Male Female

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Language(s) spoken or understood: English Other, specify: _____

Language(s) used in Applicant's home environment:

English Other, specify: _____

FOR OFFICE USE ONLY
Critical Needs list: <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, check level of services approved:
<input type="checkbox"/> Day <input type="checkbox"/> Residential <input type="checkbox"/> ISS <input type="checkbox"/> Vocational
-Crisis Resolution

-Crisis Prevention

-Current Request

-Waiting List Initiative

-Waiting List Equity

This application form has been developed jointly by the Baltimore Commission on Disabilities and the Developmental Disabilities Directorate of Baltimore for the purpose of simplifying the process by which an individual applies for services in Baltimore City and Baltimore County.



AUTHORIZATION TO OBTAIN INFORMATION

Date authorization becomes effective: _____ and expires on _____.

I, _____ hereby authorize

(Clinician/Doctor/Evaluator name and address):

Phone number: _____

to release the following : _____ Social History _____ Psychological Reports _____ Vocational Evaluations
_____ Medical Information _____ Counseling Reports _____ Other (specify below)

_____ to The Arc of Baltimore, 7215 York Road, Baltimore, MD 21212.

I understand that the information being requested will be used by The Arc of Baltimore to assist in determining the agency's capacity to support me now and/or assist in planning with me for the future.

I understand that all information shared with The Arc of Baltimore will be treated in a strictly confidential manner, and any further sharing of my information will require my additional authorization. I understand that authorization is extended for this request only and at this time only.

I understand that I have the right to revoke this authorization in writing at any time except to the extent that action on this authorization has already occurred (i.e. the information was already distributed).

Individual's Signature

Date

Parent/Guardian (must sign if person is under 18)

Date

Witness (must sign if "X" is used)

Date

Relationship of Witness to Individual

Agency Representative

Date

Title of Agency Representative

Revised 2/2006

