

American Indian Family and Children's Services

Respite Policy

The purpose of this policy is to provide ongoing support for our Foster Parents. This respite policy will enable AIFACS Foster Parents to receive time away from caring for their foster children.

- This policy goes into effect on January 1, 2023.
- All respite must be communicated with your licensor, either from the county or AIFACS. Failure to comply could result in lack of payment to you as the Foster Parent.
- The Minnesota Statute states AIFACS Licensor's must always know the whereabouts of all children in foster care, in case of emergencies.
- Each foster home that has a foster child in placement will earn respite care. Foster homes will earn 2 days per month that the child was in care. Unused respite days expire at the end of every quarter. Below is a breakdown of the quarters:
 - Jan 1-March 31
 - April 1-June 30
 - July 1-Sept 30
 - October 1-Dec 31
- Respite will not be approved over major holidays and the last two weeks in December. It is very difficult for children to be in an unfamiliar home and find a respite home available for holidays.
- AIFACS may approve respite for unforeseen circumstances on an individual basis. These situations must be discussed and approved by your Licensor and the Executive Director.
- Foster Parent is required to request approval for respite by completing and submitting the following documents **7 days PRIOR** to the start of the respite care:
 - Respite Request and Information Form
 - Copies of the documents and training (below) for respite provider
- When a foster child enters respite, the licensed home will be paid only the daily rate and no MAPCY level rate for that child while they are in respite care. The respite provider will be paid a rate of \$50.00 per day. Respite must be used and paid in 24-hour increments only.
- After respite is complete, the respite provider should submit the "Respite Payment Request Form", which also needs to be signed by the Foster Parent. The payment for the respite will only be made to the respite provider, not the Foster Parent. Respite payment check will be paid on the 15th of the next month. If the respite provider does not submit a "Respite Payment Request Form", respite does not get paid.
- If an AIFACS licensed home chooses to provide respite for foster children from other foster care agencies, there must be a contract between AIFACS and the financial responsible party prior to the respite being provided.
- Members of the AIFACS staff, that are licensed providers through another foster care agency, will not provide respite care for any of the AIFACS foster homes.

Requirements of Respite Home

- AIFACS is required to follow the Minnesota Statute 2960.3090 regarding respite and substitute care for family settings.
 - Respite must be provided in a licensed respite provider's home. If the respite provider's home is not licensed, the respite must be done in the foster parent's home.
 - Respite providers must be at least 18 years old.
 - If the respite provider will be doing respite for less than 72 hours continuously and less than 30 days in a year, the respite provider does not require a background check but does still need approval from your Licensing Worker.
 - If a respite provider will be providing more than 72 hours continuously or has provided 30 days or more of respite care in a year, the respite provider (those in charge of the child) **must** have:
 - Completed and cleared background check
 - Certificates of completed training, see below
 - Proof of automobile insurance PRIOR to the respite care being provided
 - In addition to a background check, the following trainings documentation must be completed and submitted PRIOR to the respite care:
 - Sudden Unexpected Infant Death and Advanced Head Trauma (6 years and under)
 - Car Seat Training (9 years and under)
 - Children's Mental Health Training (all ages)
 - Fetal Alcohol Spectrum Training (all ages)
 - Submit copies of at least 6 hours of training or 20 hours of experience in caring for children with specific needs of the foster children being cared for, including above listed training
 - Sign a statement attesting to good health and being physically able to care for foster children.
 - If applicable, documentation of medical equipment training
 - **If above required expectations are not met, respite will not be approved.**

By signing below, you are confirming that you understand and will adhere to the AIFACS respite policy and the MN Statute regarding respite and substitute care for family settings.

Foster Parent print name	Signature	Date
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