


KVC Kansas		SECTION:	
	POLICY: Respite Care	POLICY #:	28.
		PAGE:	Page 2 of 2
		ORIGINAL DATE:	July 1, 2009
		APPROVED DATE:	

I. Purpose/Objective: This policy outlines the guidelines for respite for KVC sponsored foster homes.

II. Policy Text:

- A. The sponsoring Child Placing Agency for the foster family providing placement for a child or youth is responsible for arranging respite care when requested.

III. Scope:


- A. KVC Kansas

IV. Responsibilities:

- A. The KVC CPA worker will understand and follow the procedures outlined below.

V. Procedure:

- A. The foster parent is required to provide a seven-day notification to the assigned CPA worker anytime the home utilizes respite. An exception may be granted should the foster family experience an emergency, such as the death or serious illness of an immediate family member, which may necessitate the need for emergency respite care to be provided.
- B. Respite providers are selected based on ability to meet the following criteria in order of priority:
 1. Respite provider's proximity to child's placement.
 2. Respite provider's ability to provide placement without an exception.
 3. If there are multiple respite providers available who fit both criteria above and are equally capable of meeting the needs of the child, a KVC sponsored respite provider is given preference.
- C. KVC accounting is responsible for payment to the respite provider.
 1. When the foster parent notifies the FSC and child's case team of the

KVC Kansas		SECTION:	
	POLICY: Respite Care	POLICY #:	28.
		PAGE:	Page 2 of 2
		ORIGINAL DATE:	July 1, 2009
		APPROVED DATE:	

need for respite, the case team is responsible for submitting the request to locate respite to KVC admissions by completing a PCF.

2. Upon completion of the respite, the case team or FSC will verify the respite through the PCF system. This will notify accounting of a temporary change in placement.

3. The respite provider will be paid for the respite on the following month's reimbursement check. The payment amount, which is determined by number of nights spent at the respite home, will be deducted from the long-term placement's reimbursement amount for that month.

4. Foster parents are encouraged to find their own respite through their own support network. Respite outside the home must be with a licensed foster home. If respite is located with another foster parent, Admissions, the FSC and the case team must all be notified and approve prior to the respite occurring.

D. If the respite provider is with another agency, it must be coordinated through the Admissions Department and payment for respite may be handled by the KVC Accounting department, depending upon the other agency's policy.


E. It is the responsibility of the CPA employee to ensure the foster parent understands this policy.

VI. Revision History:

Date	Revision Number	Change	Reference Section	Board Approval Date
3.13.2019		Updated to reflect new accounting practices		

VII. Review History:

Date	Purpose of Review
10.04.16	Annual Review

KVC Kansas		SECTION:	
	POLICY: Respite Care	POLICY #:	28.
		PAGE:	Page 2 of 2
		ORIGINAL DATE:	July 1, 2009
		APPROVED DATE:	