

## TEAM DANIEL FOUNDATION RESPITE FUND POLICY

### **Applicant Criteria**

- Respite will be provided to: *A North Carolina family of a loved one with a developmental disability who does not receive services. The family will also qualify if the loved one is on the waiting list for services. Because the TDF Respite Fund serves siblings, families already served under the LLC will not be eligible for TDF Respite services.*

### **Applicant Process**

- An Admission Application will be completed by families seeking Respite support.
- The family will submit with the Admission Application a 300 word document explaining why they should be selected to receive Respite services.
- An Employee Application will be sent to the family with the Admission Application. The Employee Application must be completed by the individual selected to provide the Respite service. TDF does not provide staff to perform Respite services. Families must identify staff to provide Respite.
- Please submit Admission Application, Employee Application and 300 word document as one packet. Incomplete packets will not be considered for TDF Respite Fund services. Applications are accepted on a First Come, First Serve basis. All application information should be mailed via certified mail to ensure receipt to the Team Daniel Foundation. Please mail complete application information to: Team Daniel Foundation, 3037F Boone Trail Extension, Suite 2, Fayetteville, NC 28304. Please do not fax applications. Faxed applications will not be processed. **Application deadline for 2010 is September 30, 2010.**

### **Applicant Selection**

- The TDF Selection Committee will review all applications and select families to receive Respite services through the TDF. TDF will notify all applicants of selection results. Previous TDF Respite Fund recipients are not eligible to reapply.

### **Applicant Guidelines**

#### **Siblings**

- TDF will provide respite services for the family of a loved one with a disability to include siblings up to age 12.

#### **Wages**

- The following wages will be paid for Respite workers according to the number of individuals being served.
  - \$9/hour – Respite provided to one individual with a disability
  - \$10/hour – Respite provided to two individuals in the same family each with a disability
  - \$9.50/hour – Respite provided to an individual with a disability and one sibling – up to age 12.
  - \$10/hour – Respite provided to an individual with a disability and more than one sibling – up to age 12.

**The maximum hourly wage for Respite will be \$10/hour.**

### **Employee Qualifications**

- All TDF Respite Fund employees must meet the same requirements and complete the training as employees under the Team Daniel LLC to include acceptable background checks prior to providing Respite services. A personnel file will be kept on all TDF Respite Fund employees.
- Employees must be at least 18 years of age and are required to submit a copy of their High School Diploma, valid CPR and First Aid certifications before Respite can be performed.

### **Number of Respite Hours Provided**

- No more than 75 Respite hours will be provided to any one family. The 75 Respite hours must be used within the current calendar year.

If you have any questions about the TDF Respite Fund Policy or applications, please call 910-489-9994.

December 9, 2009