

UPCAP/UPAAA

SPECIAL CONDITIONS OF AWARD for CAREGIVER RESPITE FUNDS (Tobacco Settlement)

1. Services provided under **Caregiver Respite Funds** (adult day services & respite care) may be provided to adults aged 18 or over. Per guidelines for this funding, providers must follow AASA established Standards regarding Eligibility Criteria for Respite & Adult Day Care Services and Targeting of Participants.

NOTE: AASA Respite/ADC Services Minimum Standards indicate that "Participants must require a substitute caregiver while their primary caregiver is in need of relief, or is otherwise unavailable."

2. A caregiver registration form must be completed with the primary caregiver. A copy of the form must be provided to the caregiver.
3. Service providers shall utilize the standardized "NAPIS" Assessment and Reassessment forms developed for the Title III service. These forms must be completed on the care recipient and kept confidential in controlled access files or computers.
4. Service providers shall implement a **mandatory cost sharing component** for recipients with income above 150% of the federal poverty level. The cost sharing amount shall not exceed the unit rate reflected on the provider's signed agreement (contract). Program income generated through cost sharing shall be retained by the grantee and expended in support of the program. Service providers shall implement the cost sharing component by utilizing the current year "standardized" cost sharing fee scale and worksheet provided by UPCAP, or submit a proposed fee scale to the UPAAA for review and approval. Recipients will not be denied services under this grant for failure to contribute designated cost share amounts.
 - **Cost-share worksheets shall be updated annually**
5. A Caregiver Registration Form must be completed with the primary caregiver. A copy of this form must be given to the caregiver.
6. Service providers shall utilize the standardized "NAPIS" Assessment and Reassessment forms developed for OAA services. These forms must be completed on the care recipient and kept confidential in controlled access files.
7. There is no "local match" requirements associated with Caregiver Respite Funds. Program Income must be reported on a quarterly basis, utilizing the Subcontractor Quarterly Program Income & Match Report form. This report is due on the 7th of the month following the end of each quarter. All reports and questions regarding program income should be forwarded to UPCAP's Chief Financial Officer.
8. Service Providers must utilize the NAPIS billing format to report units of service. Units of service for Respite and Adult Day Care will be assigned to the caregiver. Questions regarding the NAPIS billing procedure should be directed to UPCAP's NAPIS Specialist.