

UPCAP/UPAAA

PROGRAM OVERVIEW FOR THE NATIONAL FAMILY CAREGIVER SUPPORT PROGRAM

1. Service Providers shall adhere to the eligibility requirements as established by the Administration for Community Living. Primary target groups consists of:
 - Adult family members providing care to individuals 60 years of age and older
 - Adult family members providing care to individuals of any age with Alzheimer's disease and related disorders
 - Older relatives, including parents, age 55 and older providing care to adults ages 18-59 with disabilities; and
 - Older relatives (not parents) age 55 and older providing care to children under the age of 18
(to be referred to Kinship Supportive Services at UPCAP via 2-1-1)
2. Service Providers shall prioritize referrals received from Adult Day Care centers in their area, UPCAP Care Management clients and/or clients receiving in-home services from aging network providers.
3. Service providers shall implement a 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**
4. A caregiver registration form must be completed with the primary caregiver. A copy of this form must be given to the caregiver.
5. 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.
6. There is a 10% match requirement associated with the NFCSP funds. Match and 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 match or program income should be forwarded to UPCAP's Chief Financial Officer.
7. 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.