

**RELATIVE CAREGIVERS' CHILDREN DAY CAMP RESPITE
TITLE III-E**

1.0 SERVICE DEFINITION

- 1.1 Title III-E Relative Caregivers' Children Day Camp Respite is a two-week or one session Summer Day Camp Respite program and/or School Holiday Day Camp Respite Program for children being raised by relatives..

2.0 SERVICE GOAL

- 2.1 The goal of Relative Caregivers' Children Day Camp Respite is to provide the caregiver with relief from the demands of caregiving. The intent is to reduce the caregiver's stress and to provide an enriching, structured, and safe camp experience for the children enrolled.

3.0 SERVICE UNIT

- 3.1 The unit of service for this program is a week consisting of five days at camp.
3.2 A week shall be counted as a whole week regardless of absenteeism, unless the camper is absent the entire week.

4.0 SERVICE AREA

- 4.1 Relative Caregivers' Children Day Camp Respite is available to all eligible caregivers in the state of Delaware.

5.0 SERVICE LOCATION

- 5.1 This service is available through youth organizations with day camp programs.

6.0 ELIGIBILITY

- 6.1 This respite service funded by Title III-E of the Older Americans Act through the Division and is available only to:
- 6.1.1 Grandparents and relatives who are 55 years of age or older.
 - 6.1.2 Those claiming to be relatives who are related to the child by blood, marriage, or adoption.
 - 6.1.3 Relatives providing the majority of care for the child.
 - 6.1.4 Caregivers and children living in Delaware.

7.0 SERVICE STANDARDS

- 7.1 Provider must meet or exceed the following standards:
- 7.1.1 All Federal, State and local rules, regulations, and standards.
 - 7.1.2 Client records kept in a secure location to protect confidentiality.
 - 7.1.3 Provider staff fully trained, qualified, and when applicable, licensed to provide service.
 - 7.1.4 Provider must maintain, follow, and continually update a training and supervision program to make sure provider staff are fully trained and familiar with provider procedures.
 - 7.1.5 Outreach for this program will be carried out by the provider with input from the Division.

7.2 Prohibited service components:

7.2.1 Relative caregivers and the Division shall not be charged membership, joiner, program, or any other fees in order to participate in Relative Caregivers' Children Day Camp programs.

7.3 Youth Organization Staff Requirements:

7.3.1 Each youth organization will designate an individual for the coordination and dissemination of information regarding the program within their organization, as well as relaying information and requests to the DSAAPD Contract Manager.

7.3.2 The DSAAPD Contract Manager will be notified of any personnel changes in writing or by e-mail within five days.

7.3.3 The DSAAPD Contract Manager is available to provide technical assistance to the Provider staff regarding the Program.

8.0 WAITING LISTS

8.1 When the demand for a service exceeds the ability to provide the service, a waiting list is required. Applicants will be placed on the waiting list until services can be provided, or until services are no longer desired by the applicant. The waiting list must be managed in accordance with DSAAPD Policy X-K, Client Waiting List. In each case, the reason for the selection of an individual ahead of others of the waiting list must be documented (e.g., in writing and available for review).

9.0 INVOICING REQUIREMENTS

9.1 The provider will invoice DSAAPD pursuant to the DSAAPD Policy Manual for Contracts, Policy Number X-Q, Invoicing.

9.2 The following information will also be included on documentation attached to the invoice:

9.2.1 Legal name(s) of Caregiver(s) and child(ren) he/she is enrolling

9.2.2 Completed Registration form

9.2.3 Child(ren) age(s)

9.2.4 Branch attending

9.2.5 Name of Day Camp Program

9.2.6 Full Member Rate for the Program

9.2.7 Donations Received

9.2.8 Cost after donation is deducted

9.2.9 Total Service Units (weeks) provided.

10.0 DONATIONS

10.1 Caregivers must be informed of the cost of providing respite service and must be offered the opportunity to make voluntary donations to help defray the cost, thereby making additional service available to others.

10.2 Providers must:

10.2.1 Inform caregivers of the cost of providing services and offer them the opportunity to make voluntary donations.

10.2.2 Protect their privacy with respect to his/her donations.

10.2.3 Use the donations to expand services.

**RELATIVE CAREGIVERS' CHILDREN DAY CAMP RESPITE
PLANNED SERVICE UNITS AND PROPOSED OBJECTIVES**

TITLE III-E

GRANTEE/AGENCY NAME: _____

PROGRAM NAME: _____

Planned Service Units: (All counts are unduplicated)	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
1. Number of unduplicated caregivers served.					
2. Number of unduplicated youth served.					
3. Number of youth organization locations participating in Camp Respite.					
4. Number of youth organization locations with Camp Respite listed in day camp materials.					
5. Anticipated amount of donations.					

NOTE: The above projections (goals) are compared with actual statistics on the Service Objectives Status Form, which is Page 2 of the Quarterly Program Performance Report.