A Respite Needs Assessment will be conducted to determine the maximum number of hours the consumer’s family is eligible to receive on a monthly (or quarterly) basis. Agency, FMS, or Out-of-Home options are discussed with the family. Once an option (or combination of options) are chosen, the process toward utilization begins.

**Agency Respite**
Service Code 862
Average implementation time: 4 to 6 weeks

The Service Coordinator will recommend agency options and write a POS Authorization* for 862 Respite, naming the vendor choice.

When the respite agency receives the POS Authorization by mail, the agency will call the consumer’s family to conduct an assessment of respite needs.

The agency will either place one of its current workers with a consumer’s family or it may need to recruit a new care provider to meet the family’s needs.

The family will work directly with the agency’s care provider to train him/her on how best to meet the consumer’s needs. The family will work through the respite agency to schedule provider visits.

**FMS Respite**
FMS: “Financial Management Services” Agency
Service Code 465
Average implementation time: 6 to 8 weeks

The Service Coordinator will send a referral to an FMS agency.

Parent/guardian identifies their caregiver(s). The caregiver completes an employment packet for the FMS agency to process and conduct its background check.

Upon clearance of the background check and packet, the FMS agency contacts the Service Coordinator who writes a POS Authorization* for 465 Respite.

The family receives confirmation of service authorization (Pink POS sheet). The FMS agency will send a Welcome Letter to the caregiver and explain the process for time card submission.

The family will work directly with the caregiver to schedule visits.

**Out-of-Home Respite**
Service Code 868
Implementation time varies

The Service Coordinator will discuss options for Out of Home respite and any associated costs with the desired program that are not covered by regional center.

The Service Coordinator will write a POS Authorization* for Out-of-Home respite, naming the regional center-approved out-of-home respite facility as the service provider.

The respite facility will work with the family to schedule days/times for care.

*POS stands for “Purchase of Service” Authorization